Purpose:

The purpose of this admin process is to document the writing and naming standards for IT-based administrative processes and to identify responsibilities during their creation.

Scope:

This admin process only applies to the creation of IT-based administrative processes within the HWCOE.

Standard:

1. IT-based administrative processes will follow a standard document template providing the purpose, scope, standard, responsibilities, and references (a template can be found in the Engineering IT Staff SharePoint Online team site).

2. IT-based administrative processes will follow a standard naming convention of “IT Admin Process IT-[#1]-[#2]-[#3]: [TITLE]” where:
   a. [#1] is a unique number identifying the specific admin process.
   b. [#2] is the major draft or revision number which increments only when edits are being made to an already approved admin process
   c. [#3] is the minor draft or revision number which increments as necessary to indicate changes during the writing of a new draft
   d. [TITLE] is the natural language title of the admin process to identify its major subject

3. All versions of IT-based administrative processes will be stored in the Engineering IT Staff SharePoint Online team site to make available during the writing and review process.

4. IT-based administrative processes will be posted to the Engineering IT website (www.it.eng.ufl.edu) once approved.

Responsibilities:

1. Recommendations for new HWCOE IT-based administrative processes may come from internal and external constituents of the HWCOE and should be sent to the College IT Director.

2. The College IT Director is responsible for writing IT-based administrative processes for the HWCOE after discussing with College leadership.
3. HWCOE IT workers are responsible for participating in the review and vetting process of IT-based administrative processes.

4. HWCOE IT-based administrative processes will be approved by the Associate Dean for Research and the HWCOE Dean.

References:
None