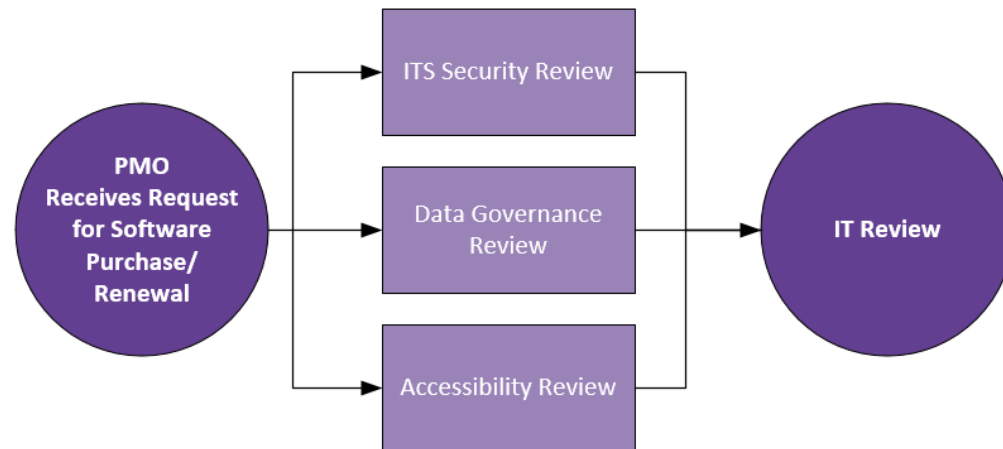


Software Purchase Process

Portfolio Management Office
Information Technology Services

PMO Role in the Purchase Process



- This process ensures that all software purchases are reviewed to identify risks to the University, in relation to security of data, applications, networks, etc., as well as compliance requirements, such as FERPA, GDPR, PCI, and others.



ITS Security Review

- The IT Security and Policy Office (ITSP) protects University systems, services, and data against unauthorized use, disclosure, modification, damage, or loss.
- ITSP utilizes security policy, processes, technologies, and awareness to provide a secure IT environment that supports the University's mission of education, research, and community outreach.

Data Governance Review



- Data governance is the overall management of the availability, usability, integrity and security of data used in an enterprise.
- Data regulations that must be in compliance can include...
 - General Data Protection Regulation (GDPR)
 - Family Educational Rights and Privacy Act (FERPA)
 - Payment Card Industry Data Security Standard (PCI DSS)
- The Data Governance Working Group will assist the IT Governance Council in increasing data collaboration and access within the University by defining the approach, designation, and governance of data, metadata, and the information components of business processes.

Accessibility Review

- In 2017, the Office for Civil Rights (OCR) notified LSU that its online presence was not in compliance with federal accessibility laws, and set an August 2019 deadline for LSU to comply.
- LSU created the Online Accessibility Working Group (OAWG), composed of faculty and staff, to help implement the resolution agreement that LSU signed with OCR.
- This OAWG Committee dissolved and became the Digital Resource & Content (DRC) Exceptions Committee, with a goal of ensuring online products meet the compliance standard of Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
 - LSU's entire digital presence must be accessible (ADA-compliant). This includes websites, videos, Moodle, and more.
 - All online content must work for users with a wide range of abilities/disabilities, and therefore must work with a variety of assistive technologies.

What is the purchase process today?



1. Go to the Portfolio Management Office (PMO) Website.
2. Click “Start an IT Project” and fill out all relevant information.
3. Be sure to check the “Software/Hardware Purchase Request” checkbox!
4. Click “Submit”.
5. Someone from the PMO will reach out to begin the review process.
6. The purchase request will route through an IT Review, including Security, Data Governance, etc. In addition, the PMO will provide instructions and assistance for the ADA Compliance portion of the process.
7. The results of the IT Review will be communicated within 24 hours of review completion.

Software Purchase Process Timeline

March 2020

Users submit a Purchase Request Form and ADA Exceptions Form for approval

Spring 2020

Users complete one online form which routes automatically through the needed approvals

Summer 2020

Users utilize Workday which routes automatically through the needed approvals before creating a requisition





Reference Information

- LSU Online Accessibility

<https://grok.lsu.edu/Article.aspx?articleid=19799>

- LSU IT Security & Policy Office

https://www.lsu.edu/it_services/its_security/announcements.php

- LSU ITS Portfolio Management Office (PMO)

https://www.lsu.edu/it_services/pmo/index.php