

Technology Product Decision Making Policy

Effective immediately:

No Projects involving the following listed below is to be implemented without first being presented to the IT Department

1. Hardware
2. Software
3. Networking
4. Telecommunications

Scope

This Policy applies to all Users of IT Systems, including but not limited to Universal Companies, Charter Schools Real-estate, Social Services Corporate EMO and Business Center, students, faculty, and staff. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by IT, and any other Universal Companies - based entities.

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of Universal Companies which in my opinion represents teaching, learning, research, and administering. In particular, this Policy aims to promote the following goals:

1. To ensure the integrity, reliability, availability, and superior performance of IT Systems;
2. To ensure that use of IT Systems is consistent throughout all facilities.
3. To ensure that IT Systems are used for their intended purposes.
4. To establish processes for addressing policy violations and sanctions for violators.

Having effective communication in the workplace is the cornerstone of establishing trust within our various divisions. Effective communication in the workplace really boils down to setting clear goals for teams and making sure management are keeping all team members informed on a regular basis through clear messages. To establish this type of communication it maybe necessary to put together a Technology Committee.

Together we will discuss all needs and concerns of each division of the company, these discussions will help reduce the chances of wrong assumptions being established, especially early on. Discussions will be performed as part of our Technology committee to make sure everyone has a clear understanding of what tasks and activities are expected of them when projects arise and to also keep them informed of what is expected of them when changes to projects occur.