**COMMONWEALTH OF PENNSYLVANIA HEALTH & HUMAN SERVICES DELIVERY CENTER**

INFORMATION TECHNOLOGY POLICY

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| --- | --- |
| Name of Policy: | Number: |
| **Router Change Management** | **POL-ENSS004** |
| Domain: | Category: |
| **Network** | **Router & Switches** |
| Date Issued: | Issued by Direction Of: |
| **1/24/2012** |  |
| Date Revised: | **Sandra K. Patterson, CIO**  **Health & Human Services Delivery Center**  **Health & Human Services Delivery Center** |
| **4/23/2020** | **Health & Human Services Delivery Center** |

# Abstract:

This document will create a change management process for the router and switches with the Health and Human Services Delivery Center (HHS DC).

# General:

In order to meet IRS requirements and to keep in line with best business practices for a network infrastructure HHS DC will start tracking all router and switch changes.

# Policy:

**PLEASE NOTE:** The spreadsheet is no longer being used for tracking any changes to network equipment or configurations. The tracking spreadsheet has been replaced with a new change management process based on Information Technology Service Management (ITSM) concepts.

Please click on the following link to learn more about the change process:

<https://collab.pa.gov/dpw/ChangeManagement/SitePages/Home.aspx>

# Exemptions from this Policy:

There will be no exemptions to this standard.

# Refresh Schedule:

All policies and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the HHS Delivery Center Domain Leads.

# Policy Revision Log:

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 1/24/2012 | 1.0 | Policy Written | Matthew Messinger, BIS-DTE |
| 10/9/2013 | 1.0 | Reviewed – No Content Changed | Matthew Messinger, BIS-DTE |
| 3/19/2015 | 1.1 | Changed DPW references to DHS | Bob Gordon, BIS-DTE |
| 3/7/2016 | 1.2 | Updated the CTO’s name | Aamir Qureshi, BIS-DTE |
| 4/8/2020 | 2.0 | Review for Content/Organization Change | Michael E. Sites TSO |
| 4/23/2020 | 2.0 | Review for Content | John Tamosaitis TSO |