

| | | |
|---|-------------------------------|---|
| ARIZONA DEPARTMENT OF ADMINISTRATION | Statewide STANDARD |  State of Arizona |
|---|-------------------------------|---|

STANDARD 1100: Cloud First Exception Request Standard

| | |
|-------------------------|--------------------------|
| DOCUMENT NUMBER: | S1100 |
| EFFECTIVE DATE: | December 14, 2020 |
| REVISION: | 1.3 |

1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), the Agency shall establish a coordinated plan and program for information technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by Arizona Revised Statute A.R.S. § 18-104 and § 18-105.

2. PURPOSE

The purpose of this standard is to establish the exception standard process for a Budget Units to be temporarily exempted from the Cloud First policy.

3. SCOPE

- 3.1** Application to Budget Units (BUs) - This standard shall apply to all BUs directed to migrate their on-premise information technology applications to the cloud.
- 3.2** If a BU needs an exception from the Policy, they must request and obtain approval from both the State Chief Information Officer (CIO) and State Chief Technology Officer (CTO). If approved, the exception is allowed for up to 24 months. At the expiration of the exception term, the BU must reassess moving to the cloud and seek a new exception from the State CIO and State CTO. This applies to all hardware refreshes, software applications and any other IT spending.

4. EXCEPTIONS

- 4.1** None

5. ROLES AND RESPONSIBILITIES

- 5.1** Refer to Sec 5 of P1100: [Cloud First Policy](#)

6. STATEWIDE STANDARD

BUs shall utilize the “**P1100-Cloud First Exception Form**” to request up to a 24 month deferral from performance of the policy beyond June 30, 2021.

- 6.1** BU will initiate a Cloud First exception process review by submitting a request via this [Google Form](#).
- 6.2** ADOA Cloud Architect will coordinate the necessary meetings to discuss the exception request with the requesting BU and will provide direction on the required supporting documentation.
- 6.3** BU will fill out the [Cloud First Policy Exception Form](#) located on the [Arizona Cloud Migrations website](#).
 - 1. Identify the infrastructure category for exemption.
 - 2. Indicate if the BU has submitted their Cloud First plan.
 - 3. List the specific exception information to include the impacted applications and a detailed reason for the request.
 - 4. List the remediation plan and/or justification as to why remediation is not possible and provide a detailed explanation.
 - 5. Include signatures from the BU Director and Chief Information Officer.
- 6.4** BU will submit the completed form to: cloud_exception_request@azdoa.gov.
- 6.5** ADOA Cloud Architect will send the form with recommendation to State CTO and State CIO for approval/denial and signature.
- 6.6** ADOA Cloud Architect will return the completed, signed form to the originating BU and provide a copy of the approved form to the appropriate ADOA Engagement Manager to be uploaded into the State Customer Relationship Management Application Account for tracking.
- 6.7** ADOA Engagement Manager and ADOA Oversight Team will set up and start the appropriate timer in the State Customer Relationship Management Application based on the exception acceptance end date on the approved form. Automated emails will be generated at predefined intervals to trigger action on the approved request.

7. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

| Term | Definition |
|---------------------|---|
| ADOA Oversight Team | ASET group responsible for the approval or denial of projects submitted under A.R.S. 18-104 or for recommendation to the Information Technology Authorization Committee. aset_be_ba_team@azdoa.gov |

ADOA – Arizona Strategic Enterprise Technology Office
STANDARD 1100: CLOUD FIRST EXCEPTION REQUEST STANDARD Rev 1.3

| | |
|-------------------------|---|
| ADOA Cloud Architect | The Cloud Architect engages with the agency to understand the architectural need for the requested exception and is responsible and accountable for producing the recommendation to the CTO and State CIO for final approval. |
| ADOA Engagement Manager | ASET group responsible to coordinate IT strategic planning and preparation of PIJ submission to the ASET Oversight Team. Each budget unit has an Engagement Manager assigned to their agency. Agency Engagement Manager List engagement_managers@azdoa.gov |
| Budget Units (BUs) | It is defined in Arizona Statute §18-101 - "Budget unit" means a department, commission, board, institution or other agency of the state receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona board of regents but excluding the universities under the jurisdiction of the Arizona board of regents, the community college districts and the legislative or judicial branches. |

8. REFERENCES

- 8.1 A.R.S. § 18-104 and § 18-105.
- 8.2 Statewide Policy P1100 – Cloud First Policy.

9. ATTACHMENTS

None.

10. REVISION HISTORY

| Date | Change | Revision | Signature |
|------------|-----------------------------------|----------|-----------------|
| 2/13/2019 | Initial Release | 1.0 | Wade L. Smith |
| 11/27/2020 | Updates per Project Team Comments | 1.1 | Ali Guinn |
| 12/10/2020 | Process simplification edits | 1.2 | Michael Johnson |
| 12/28/2020 | Finalized process and edits | 1.3 | Ali Guinn |