



Enterprise IMT Standard Development and Review Process

Develop

Prioritize

Enterprise standards are prioritized based on:

- supporting Government of Alberta (GoA) initiatives (e.g., Information Management Vision/GoA Information Management Tactical Plan);
- supporting clients (e.g., Cloud); and
- annual reviews.

Research

Research includes:

- ISO standards and other international standards;
- related GoA standards;
- best practices in other jurisdictions; and
- consultation with stakeholders.

Draft

Drafting the standard requires:

- [IMT Standard template](#); and
- [IMT Standard Request template](#).

Review

IMB Review

Submit the standard and any accompanying documents to the Service Alberta IMB.

IMT Standard Review

Service Alberta IMB supports the movement of the standard, and any accompanying documents, through the IMT Standards process, which is as follows:

- The standard, IMT standard request form, and any accompanying documents will be sent to the IMT Standards group imtstandards@gov.ab.ca;
- The standard will go through the [IMT ratification process](#):
 - A group of subject matter experts (SMEs) will be called on to review the standard;
 - The standard creator will meet with the SME group for review;
 - Revisions and comments from the SME group should be tracked in a separate document; and
 - Feedback from the SME group will be integrated into the final draft of the standard.
- After the final submission, the IMT standard group will move the standard through the ratification process.

Annual Review

Standards are reviewed annually, and may require revisions. There are two types of revisions:

- Major revisions, which change the context of the standard:
 - Review with your supervisor; and
 - Follow the same process as a new standard.
- Minor revisions which do not change the context of the standard:
 - Review with your supervisor; and
 - Submit to the Service Alberta IMB for submission to the IMT group:
 - For minor revisions, the IMT review process often happens via email.

The annual review process involves the following steps:

- Check links and citations in the standard and the accompanying documents to ensure they are up to date and accurate;
- Check links on IMT website to accompanying documents to ensure they are up to date and accurate;
- Cross reference with other standards and ensure that enterprise standards point to one another;
- Update definitions to reflect current GoA enterprise definitions;
- Contact clients that have implemented and used the standard and ask for feedback;

Note: the IMT Standard Request Form does not have to be completed for a review, only for a new standard.

Communication

When the standard is ratified, the following communication will occur:

- the IMT group will post the standard to the [IMT website](#) and send the new or updated standard to CIO Council;
- the Service Alberta IMB will post a link to the standard on the [IMB website](#) and send the new or updated standard to the IM Aware distribution list; and
- the standard creator will communicate to stakeholders as required.