

This Information Technology Operations Framework describes how the Office of Technology Services operates in support of Lone Star's mission and vision. It describes the overall structure of OTS including how the department is organized, how it is funded, who makes decisions and how successful achievement of goals is measured. It is written to complement the IT Strategy and IT Strategic Plan documents and to provide a framework for the IT Tactical Plan. The Framework provides detailed information on:

**Purpose, Mission & Vision**

A graphical representation of the department's purpose, mission and vision, as well as its values, strategies and metrics.

**Organization**

Describes how the department is organized, including the division of responsibilities between System Office and campus OTS staff.

**Internal Practices**

Outlines internal practices specific to OTS like the department's guiding principles, strategies and 24/7/365 availability.

**IT Budget**

Discusses how OTS is funded and how the money is spent.

**IT Governance**

Describes how IT-related decision-making occurs at Lone Star.

**Support Standards**

Provides information on service level agreements, standard operating procedures, equipment standards and how work is tracked.

# Information Technology Operations Manual Template

**RC Schank**



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torque in ft lb k dimensionless nut factor or tightening factor f axial force in pounds d nominal bolt diameter in inches in the metric system torque applied t k d f 1000 where t torque in n m f bolt load in n

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web for flanges with 12 or more bolts 1 st round 20 percent of final torque 2 nd round 40 percent of final torque 3 rd round 80 percent of final torque 4 th round 100 percent of final torque final round clockwise or counter clockwise around the flange please take note the above bolt tightening sequences are the most

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