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.

# <u>Information Technology Operations Manual Template</u>

**Léo Pomar** 

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