

Naming Convention Standard Background

New, Update or Sunset Review? New

What due diligence was conducted to determine the content of this policy/standard? If this is an update or sunset review, provide information as to what changes were made, if any, as well as reasons behind the policy/standard content.

A naming convention was developed with cross-functional groups within WaTech and a multi-agency workgroup reviewed the new standard. WaTech internally reviewed the stack after the work group.

What is the business case for the policy?

Currently we have random seeming number assignments for policies. There is no coherent naming scheme because none was ever written down.

What are the key objectives of the policy?

- The policies and standards will have a clear, functional naming system.
- Relationships between policies, standards, procedures, and guidance will be easier to follow.

How does policy/standard promote or support alignment with strategies?

This standard supports Goal 1. Champion Governance and Accountability. By having clear rules and processes for creating rules, we can have more transparency and accountability.

What are the implementation considerations?

- Forming “Chapters” allows agencies to reference the security chapter rather than the original single standard for contracting and policy purposes, but agencies will need to make significant changes to documentation.
- WaTech will need to post a crosswalk from the old policy numbers to the new policy numbers.

How will we know if the policy is successful?

<SMART measures for the goals/outcomes & how measures will be obtained.>

- Specific: The policies and standards will be formed into a coherent structure.
- Measurable: Agencies will have less questions regarding policy structure.
- Achievable: New policies and standards will become part of the existing structure and be easily located.
- Relevant: Especially as 141.10 is being broken apart, it's necessary to offer a naming convention that works for the new policies and standards.
- Equitable: While developing a coherent structure, we consulted both internally and externally, and considered how this will impact not only agencies, but local government.