

ETS Security Non-Standard Software Pre-Assessment Checklist

Related Requirements: No. ETS.01.01 Acceptable Use for Information Technology Assets Policy
No. ETS.01.01.G1 A Handbook for Using Information Technology

About this form: This form is required to be completed for **ANY** request of technology software that is not a standard DES issue. This document will assess whether or not this software will be approved.

- **Employee:** Complete this form, print, sign, and submit to your supervisor;
- **Supervisor:** Review, check the approval box or the denied box, print, and sign. If approved, submit to your division head. If denied, return to employee;
- **Division head:** If approved - print, sign, scan and email to desitsupport4u@des.wa.gov.

* THIS FORM MUST BE RE SUBMITTED ANNUALLY FOR RE APPROVAL BEYOND ONE YEAR			
REQUESTOR INFORMATION			
REQUESTOR NAME		DATE	
REQUESTOR EMAIL ADDRESS	REQUESTOR PHONE	PROGRAM/DIVISION	
SUPERVISOR/MANAGER NAME	SUPERVISOR/MANAGER IS AWARE OF REQUEST	COST CODE (IF PURCHASE REQUIRED)	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DETAILED DESCRIPTION OF WHY YOU ARE REQUESTING NON STANDARD SOFTWARE			
WHAT IS YOUR BUSINESS JUSTIFICATION FOR THIS REQUEST?			
SOFTWARE OVERVIEW			
HOW WILL YOU USE THIS SOFTWARE IN YOUR JOB?			
HOW DID YOU FIND THIS SOFTWARE?			
<input type="checkbox"/> GOOGLE/WEB SEARCH <input type="checkbox"/> A CO-WORKER TOLD ME ABOUT IT <input type="checkbox"/> *A DES CO-WORKER IS CURRENTLY USING IT <input type="checkbox"/> *A NON-DES CO-WORKER IS CURRENTLY USING IT *Name and # of Individual _____			
SOFTWARE NAME		TYPE OF REQUEST	
		<input type="checkbox"/> NEW <input type="checkbox"/> ANNUAL RENEWAL	
SOFTWARE MANUFACTURE NAME	MAKE/MODEL	SOFTWARE COST	QUANTITY
REASON FOR REQUESTING THIS MAKE/MODEL/MANUFACTURE			
WHERE WOULD ETS SECURITY GO TO FIND OUT MORE INFORMATION ON THIS SOFTWARE?			
ESTIMATED LENGTH OF TIME YOU WILL BE USING THIS SOFTWARE?		ESTIMATED LENGTH OF TIME YOU NEED THIS SOFTWARE?	
<input type="checkbox"/> DAYS <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		<input type="checkbox"/> DAY(S) <input type="checkbox"/> WEEK(S) <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)*	

DATA OVERVIEW								
WHAT TYPE OF DATA WILL BE IN THIS SOFTWARE?		WHAT IS THE CLASSIFICATION OF THE DATA? (CHECK ALL THAT APPLY)						
<input type="checkbox"/> PUBLIC <input type="checkbox"/> NOT PUBLIC <input type="checkbox"/> UNKNOWN		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 WHAT TYPE OF DATA WILL BE STORED WITH SOFTWARE? <input type="checkbox"/> HIPAA <input type="checkbox"/> FERPA <input type="checkbox"/> PCI <input type="checkbox"/> PII <input type="checkbox"/> NOT SURE <input type="checkbox"/> OTHER						
WHAT IS THE BUSINESS IMPACT OF THE DATA USED BY THIS SOFTWARE?								
<input type="checkbox"/> Data is used to make significant business decisions <input type="checkbox"/> Data is important to the business function of the agency <input type="checkbox"/> Data is not important to business decisions function of the agency								
HOW DOES THE DATA GET BACKED UP?								
<input type="checkbox"/> I will be responsible for it <input type="checkbox"/> However DES does it today <input type="checkbox"/> It happens via the software								
IS THE DATA ENCRYPTED?								
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OPTION TO PURCHASE AVAILABLE								
SYSTEM ACCESS								
HOW WILL YOU ACCESS THE SOFTWARE?		WILL THIS SOFTWARE INTERACT WITH EXTERNAL SYSTEMS?						
<input type="checkbox"/> LOCAL INSTALLATION ONLY <input type="checkbox"/> INTRANET ONLY, NO INTERNET <input type="checkbox"/> INTERNET		<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide external system(s) name and information below.						
		<table border="1"> <tr> <td>NAME:</td> <td>NAME:</td> <td>NAME:</td> </tr> <tr> <td>POC:</td> <td>POC:</td> <td>POC:</td> </tr> </table>	NAME:	NAME:	NAME:	POC:	POC:	POC:
NAME:	NAME:	NAME:						
POC:	POC:	POC:						
WILL THIS SOFTWARE BE SUBJECT TO FEDERAL, STATE, LOCAL OR COPYRIGHTED STATUTES?								
<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide type and standard								
		<table border="1"> <tr> <td>TYPE:</td> <td>STANDARD:</td> </tr> </table>	TYPE:	STANDARD:				
TYPE:	STANDARD:							
GENERAL INFORMATION								
DO YOU NEED TO RUN THE SOFTWARE WITH AN ADMIN ACCOUNT OR A STANDARD ACCOUNT?								
<input type="checkbox"/> ADMIN <input type="checkbox"/> STANDARD <input type="checkbox"/> DO NOT KNOW								
HOW WILL YOU RECEIVE SUPPORT FOR THIS SOFTWARE?		HOW DOES THE MANUFACTURE PROVIDE UPDATES TO THE SOFTWARE?						
<input type="checkbox"/> MANUFACTURE SUPPORTED <input type="checkbox"/> DES IT SUPPORT 4U SUPPORTED <input type="checkbox"/> I WILL PROVIDE MY OWN SUPPORT		HOW DOES THE MANUFACTURE PROVIDE NOTIFICATIONS OF SOFTWARE UPDATES? 						
IS THIS A FREE TRIAL?	IF SO, HOW LONG IS THE TRIAL FOR?	WHAT DO YOU HAVE TO PROVIDE TO USE THE FREE TRIAL (i.e., credit card etc.)?						
<input type="checkbox"/> YES <input type="checkbox"/> NO								
WHAT WILL HAPPEN WHEN THE TRIAL ENDS?								
<input type="checkbox"/> STOP USING THE TRIAL AND UNINSTALL <input type="checkbox"/> REQUEST ANOTHER TRIAL <input type="checkbox"/> PURCHASE/UPGRADE								
WHAT ARE THE TERMS AND CONDITIONS OF THIS OFFER? PLEASE INCLUDE A LINK BELOW								
DOES THIS SOFTWARE LOG THE USER OUT IF THE SOFTWARE IS INACTIVE FOR 15 MINUTES?								
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DO NOT KNOW								
IF NO, EXPLAIN WHAT THE SOFTWARE DOES FOR INACTIVITY								

X

Business Manager with Spending Authority

Form: No. ETS.01.01.F2 Non-Standard Software Request Form (Rev 2-4-20)

DESIT4U TICKET NUMBER

