

**ADOA – Arizona Strategic Enterprise Technology Office**  
**STANDARD S4400 Data Governance Organization Policy Exception Standard**

<b>ARIZONA</b> <b>DEPARTMENT</b> <b>OF</b> <b>ADMINISTRATION</b>	<h1 style="margin: 0;">Statewide STANDARD</h1>	 <b>State of Arizona</b>
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**STANDARD 4400: Data Governance Organization Policy Exception Standard**

<b>DOCUMENT NUMBER:</b>	<b>S4400</b>
<b>EFFECTIVE DATE:</b>	<b>May 1, 2022</b>
<b>REVISION:</b>	<b>1.0</b>

### 1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), the Agency shall establish a coordinated plan and program for information technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by Arizona Revised Statute A.R.S. § 18-104 and § 18-105.

### 2. PURPOSE

The purpose of this standard is to establish the exception request process for Budget Units to request an extension of time to implement the requirements of statewide policy P4400 – Data Governance Organization Policy.

### 3. SCOPE

Application to Budget Units (BUs) - This standard shall apply to all BUs that need to delay implementation of the requirements in P4400 - Data Governance Organization Policy to establish and staff an Enterprise Data Management Office (EDMO).

### 4. STATEWIDE STANDARD

- 4.1** If a BU needs an exception from the Policy, they must request and obtain approval from the State Chief Information Officer (CIO). If approved, the exception is allowed for up to 24 months. At the expiration of the exception term, the BU must reassess their Enterprise Data Management Strategy and, if necessary, request a new exception.
- 4.2** BUs shall utilize the “**F4400 – Enterprise Data Management Office Exception Request**” to request up to a 24 month deferral from performance of the policy beyond December 31, 2022. The form is only for the purpose of deferring implementation of the EDMO and engaging a Data Management Officer or equivalent, and does not apply to implementation of other aspects of the Policy.
- 4.3** BU will initiate the exception process review by submitting a request via this [Online Form](#).
- 4.4** ADOA State Data Management Architect will coordinate any necessary meetings to discuss the exception request with the requesting BU and will provide direction on the required supporting documentation.

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- 4.5** After review, ADOA State Data Management Architect will send the request with recommendation to the State CIO for approval/denial and signature.
- 4.6** ADOA State Data Management Architect will return the response to the originating BU and provide a copy to the appropriate ADOA Engagement Manager to be uploaded into the State Customer Relationship Management Application Account for tracking.
- 4.7** ADOA Engagement Manager and ADOA Oversight Team will set up and start the appropriate timer in the State Customer Relationship Management Application based on the exception acceptance end date on the approved form. Automated emails will be generated at predefined intervals to trigger action on the approved request.
- 4.8** BU must include references to their plan to implement P4400, the exception request, pending action and budget requests, if necessary, in their annual IT Strategic Plan.

## 5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

Term	Definition
ADOA Oversight Team	ASET group responsible for the approval or denial of projects submitted under A.R.S. 18-104 or for recommendation to the Information Technology Authorization Committee. <a href="mailto:aset_be_ba_team@azdoa.gov">aset_be_ba_team@azdoa.gov</a>
ADOA Engagement Manager	ASET group responsible to coordinate IT strategic planning and preparation of PIJ submission to the ASET Oversight Team. Each budget unit has an Engagement Manager assigned to their agency. <a href="#">Agency Engagement Manager List</a> <a href="mailto:engagement_managers@azdoa.gov">engagement_managers@azdoa.gov</a>
Budget Units (BUs)	As defined in Arizona Statute §18-101 - "Budget unit" means a department, commission, board, institution or other agency of the state receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona board of regents but excluding the universities under the jurisdiction of the Arizona board of regents, the community college districts and the legislative or judicial branches.

## 6. REFERENCES

- 8.1** A.R.S. § 18-104 and § 18-105.
- 8.2** Statewide Policy P4400-Data Governance Organization Policy v2.0

## 7. REVISION HISTORY

Date	Change	Revision	Signature
04/01/2022	Initial Release	1.0	DocuSigned by: J.R. Sloan 9AF7C2A7FCFB49C... 3/31/2022