

Number:	09.3.7	Page:	1 of 2
Latest Version:	1.0	Revision Date:	01/10/2018
Effective Date:	05/07/2018	Replaces:	NEW
Revised By:	Karen Philbin	Review Cycle/Date:	Annual
Reviewed By:	Karen Philbin	Reviewing Unit:	Technology Strategy
Title:	Personal Computer Lifecycle SOP		
Description:	This document is the operating standard for personal computer lifecycles.		

Personal Computer Lifecycle Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the product lifecycle standard for personal computers, sometimes referred to as workstations, required by our agency partners, employees and authorized contractors.
2. Scope
 - 2.1. This document is applicable to all agency partners, employees and authorized contractors using and managing personal computers for official state business use.
3. Discipline
 - 3.1. Technical Standards
4. Terms and Definitions
 - 4.1. Personal Computer (PC) – A single user system that includes desk-based, laptop and ultra-portable devices.
 - 4.2. Product Lifecycle Management – A process and discipline for managing products through the stages of their lifecycles, from inception to retirement.
5. Instructions
 - 5.1. The state standards for PCs/workstations are focused on meeting the needs of the modern workforce and are aligned with the process to comply with the requirements of the IT Consolidation and Coordination Act.
 - 5.2. OMES IS Asset Management manages the lifecycle of all PCs acquired for state agency use. This is effectively accomplished through three-year lease agreements under the master lease agreement, which allows for a refresh at the end of the term. The terms of the lease agreement eliminates end of life support issues and obsolescence.
 - 5.3. The leasing standard provides the benefit of better financial management through budget leveling and a consistent predictable allocation of funds each year.
6. Roles and Responsibilities
 - 6.1. OMES-IS Asset Management and Client Experience are responsible for the process oversight of all personal computer lifecycle.
7. References
 - 7.1. 09.3.6 Personal Computer Exceptions
 - 7.2. Master Lease Agreement - https://www.ok.gov/cio/documents/MasterLeaseAgreementDell_FullyExecuted.pdf

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7.3. Oklahoma Workstation Standards –

https://www.ok.gov/openrange/Oklahoma_Workstation_Standards.html