IT Administrative Controls

Week 3

Organizing an IT Function

- What functions are critical to an IT organization?

- Operations
- Application development
- Architecture
- Program management
- Security
- Compliance/quality
- Finance
- Relationship management

Why Have IT Administration Controls?

- Enable the company's IT applications and data to meet business needs

- Reliable deployment of the company's IT infrastructure

- Protect the above, assuring integrity and reliability

Fundamental Administrative Controls

- IT standards, policies and procedures
- IT budget
- IT asset controls
- IT personnel management controls
- IT purchasing controls
- IT office administration controls
- Monitoring and review controls
- IT administration performance measures

IT Budgets

- Top down vs. bottom up
- Forecast vs. actual
  - Rolling forecast updates
- Capitalize vs. expense

IT Personnel Controls

- Screening

- Employment contracts and job descriptions

- Supervision

- Segregation of duties

- Rotation of duties

- Vacation

- Professional code adoption

Example of an IT Org Chart

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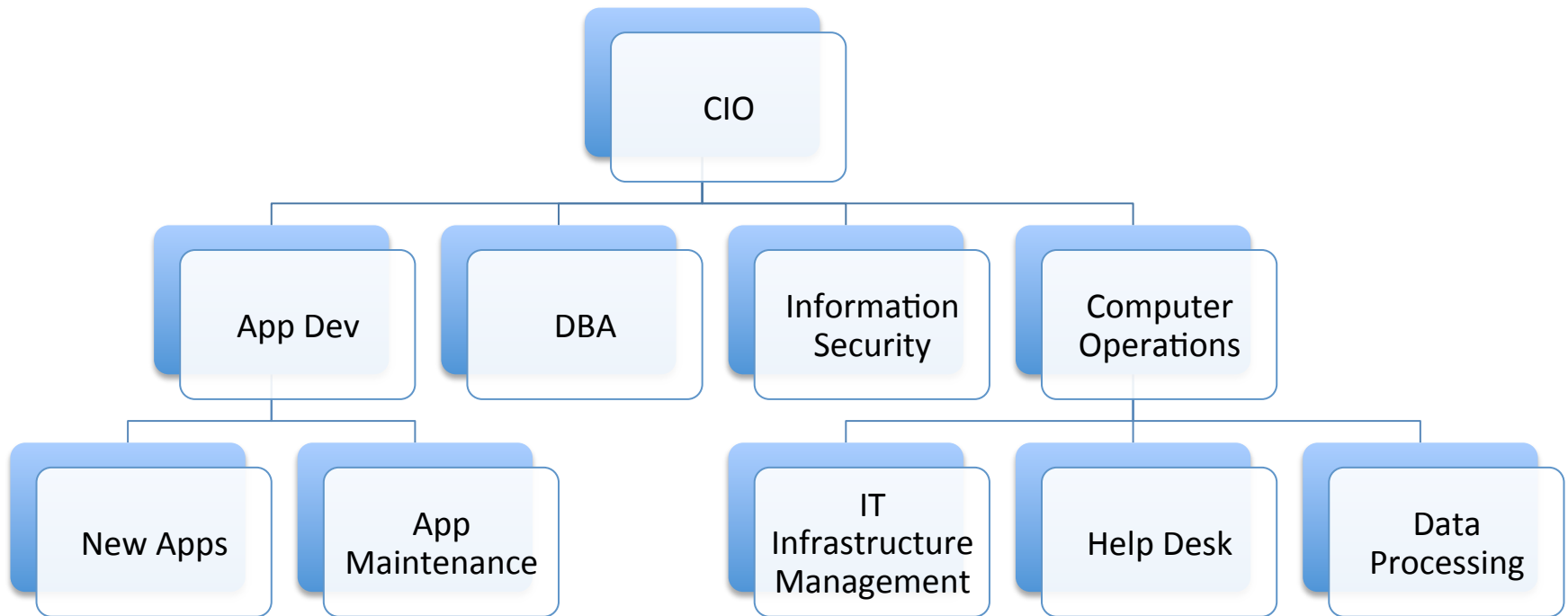
Segregation of Duties

- What is segregation of duties and why is it important?
- Why is the import to segregate duties between:
  - IT and user departments
  - DBA's and the rest of IT
  - Application Development and Application Maintenance
  - Application Development and DBA's and IT Operations
  - Security and the rest of IT