



# Official Checklist

## Worksheet - Policy



Practice	Implementation	Notes, Action Items
A policy is set in place to enable the company to incorporate and use open source software in their products and services.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
The policy is championed by a senior executive and is communicated to the entire company.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
The policy addresses roles and responsibilities for compliance actions, a review and approval process for use of open source software, guidelines for contributions to community projects and a review and approval process for contributions, and core processes that must be implemented to govern use of open source software in company products and services.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
The management team endorses the policy and assures that all employees involved with open source understand and follow the policy.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	