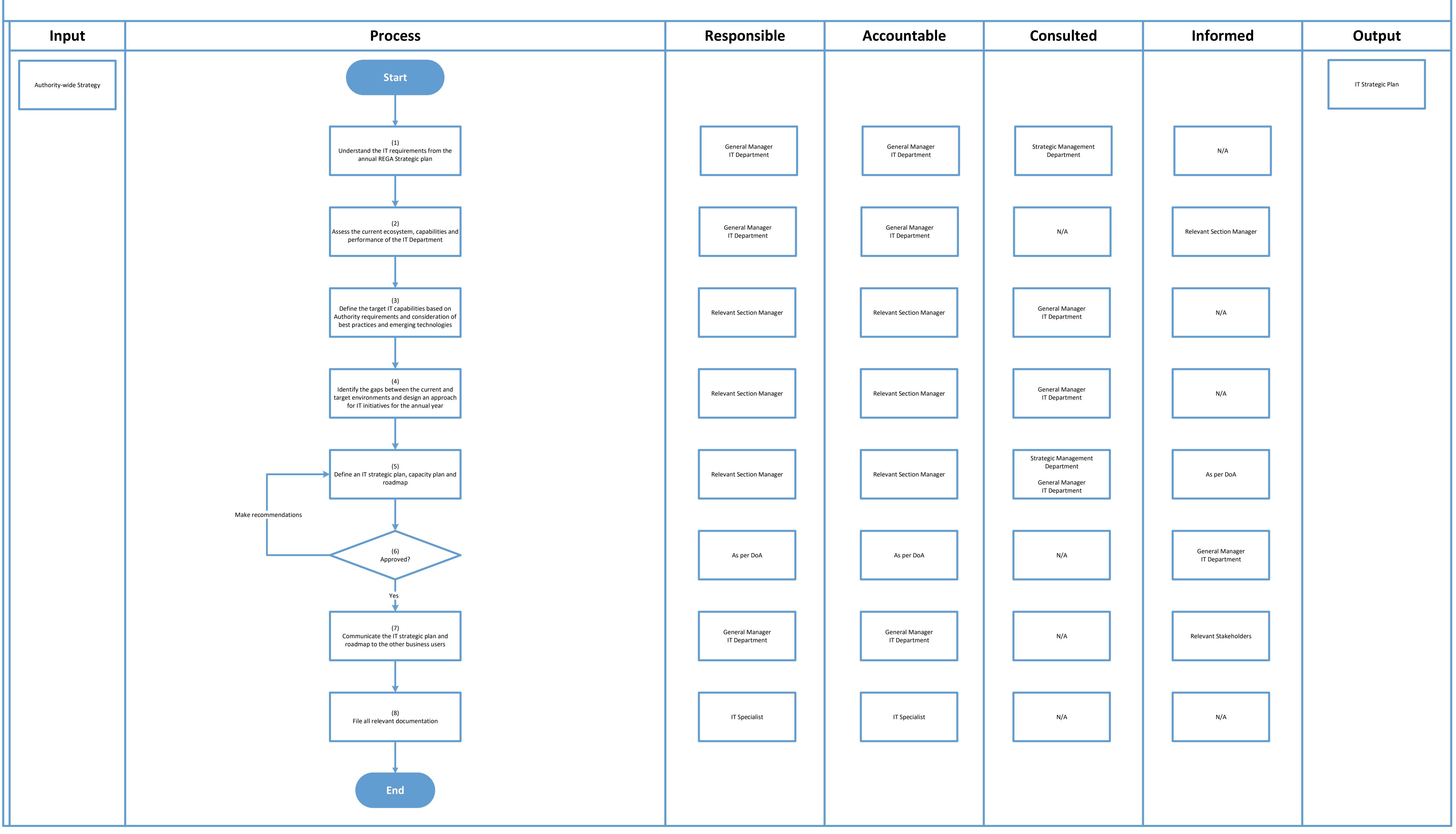


Process Map Legend				Responsible	Accountable	Consulted	Informed
	Start/End of a process		On-page Connector (links to a process step within the same process)	The team members who do the work to complete the task	The team members who are ultimately accountable for the completion of the work	The team member who provides input based on either how it will impact the future project work or the domain of expertise on the deliverable itself	The team member who needs to be kept in the loop on the project progress, rather than roped into the details of every deliverable
	Process Step		Report/Form/ Template				
	Annotation/ Comment		Off-page Connector (links to a process within the same manual)				
	Pre-defined Process (The process exists in another manual)	Alternative 2	Decision leading to two or more alternatives				

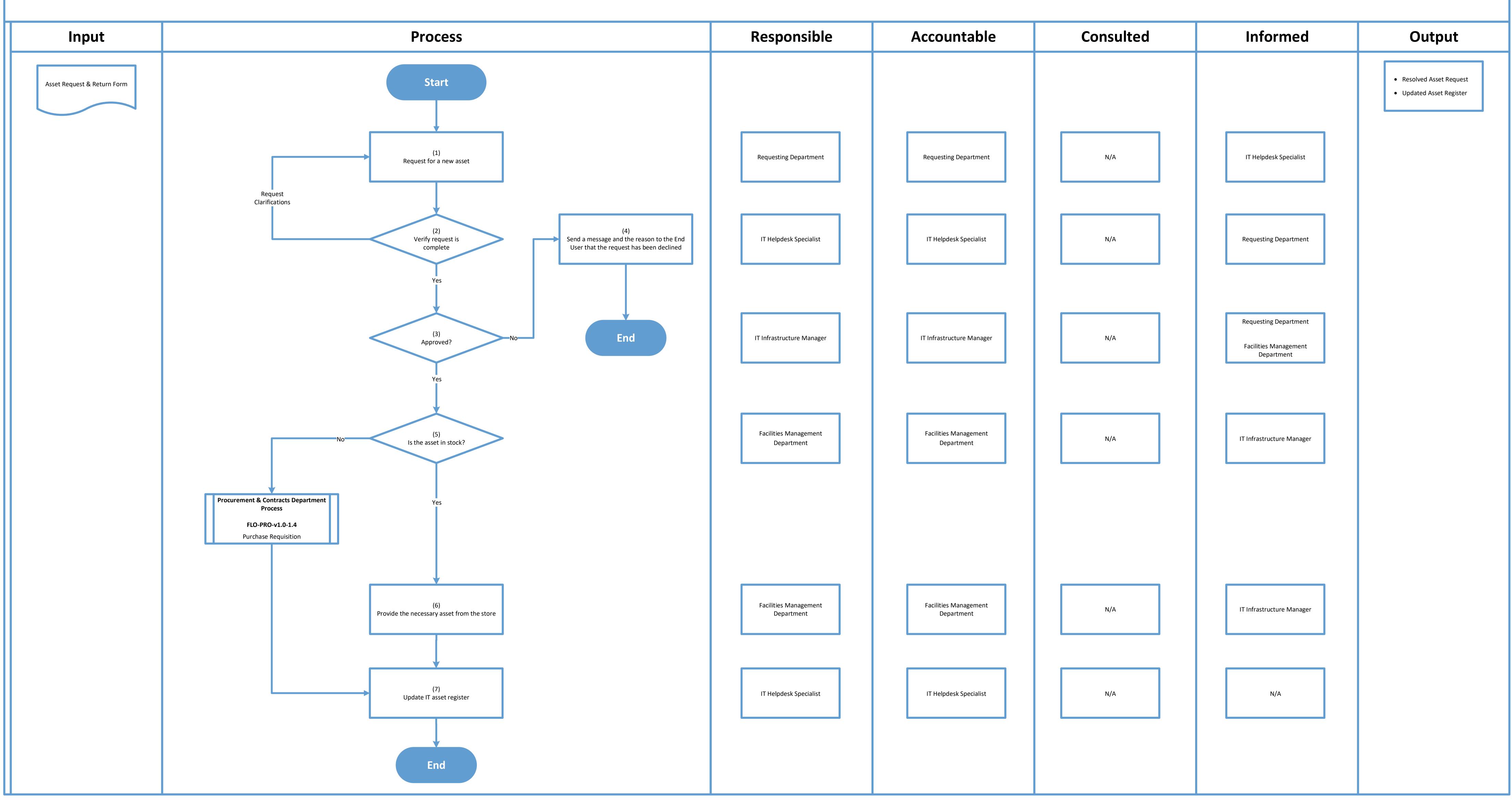


FLO-IT-v1.0-1.1 Strategy Management

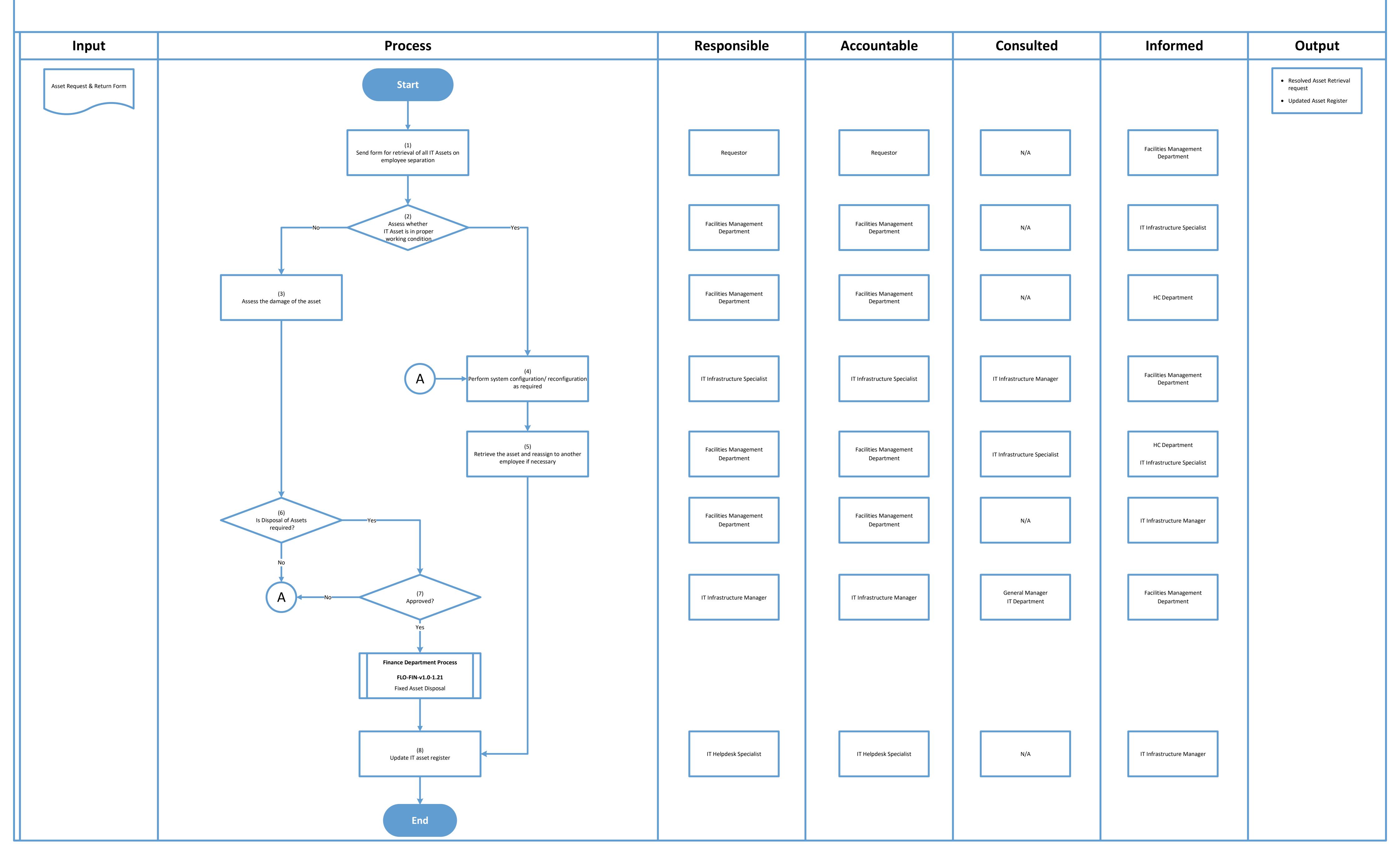




FLO-IT-v1.0-1.2 Asset Management - Creation

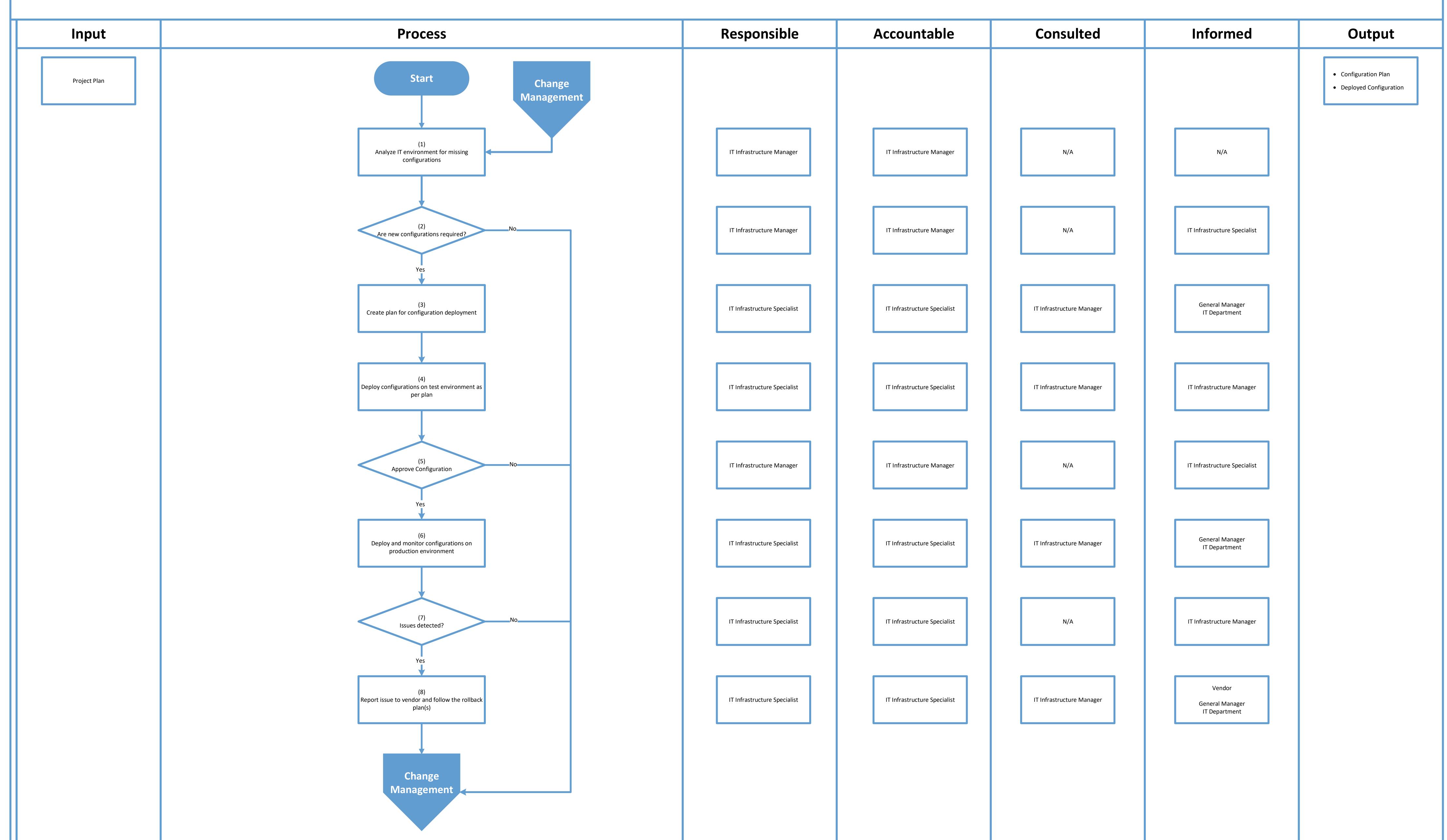








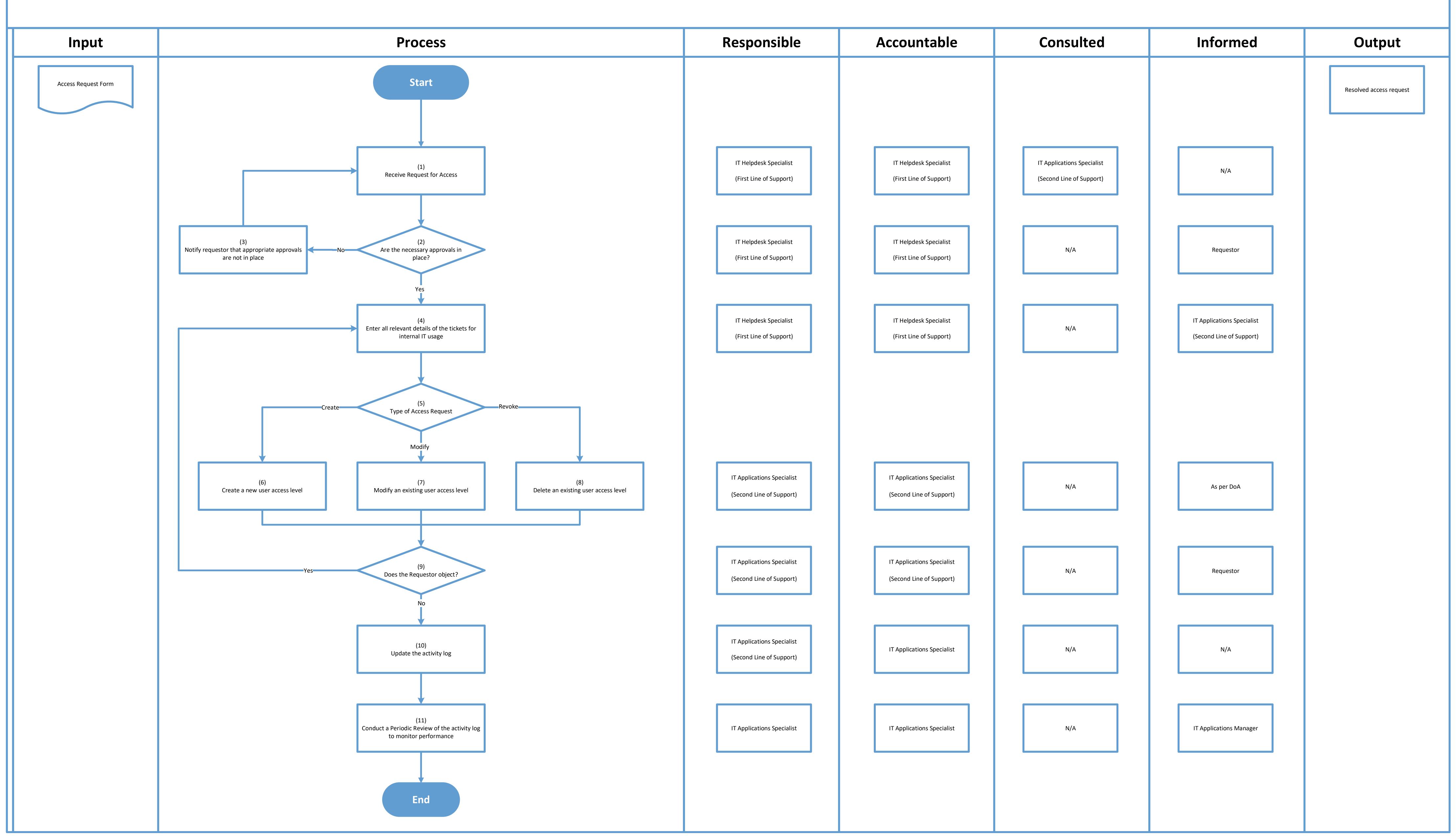
FLO-IT-v1.0-1.4 Configuration Management



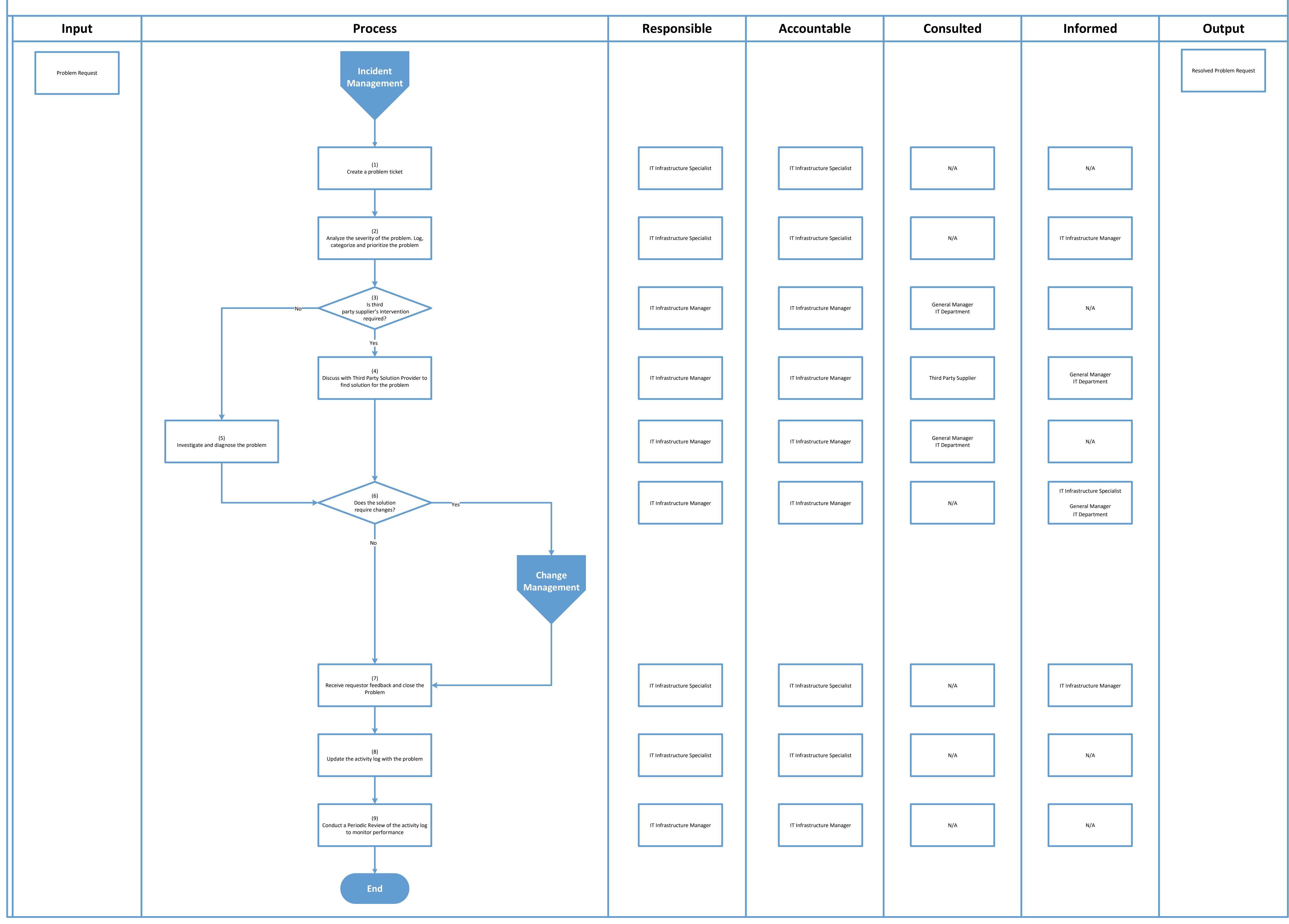


Input	Process	Responsible	Accountable	Consulted	Informed	Output
Incident Request	Start					 Resolved incident request Updated Activity Log
incident kequest						Updated Activity Log
	(1) Contact Helpdesk and raise a ticket.	Requestor	Requestor	N/A	IT Helpdesk Specialist	
	(2) Review details of the incident such as date, time, issue in the Incident Log.	IT Helpdesk Specialist (First Line of Support)	IT Helpdesk Specialist (First Line of Support)	N/A	N/A	
	(3) Analyse and attempt to resolve the incident	IT Helpdesk Specialist (First Line of Support)	IT Helpdesk Specialist (First Line of Support)	N/A	N/A	
	(4) Yes Incident resolved?					
	No					
	(5) Analyse and attempt to resolve the incident	IT Applications Specialist (Second Line of Support)	IT Applications Specialist (Second Line of Support)	IT Applications Manager	N/A	
	No No	IT Applications Specialist	IT Applications Specialist			
	(6) Incident resolved? Yes	(Second Line of Support)	(Second Line of Support)	N/A	IT Applications Manager	
	No (7)	IT Applications Manager	IT Applications Manager	N/A	N1/A	
	Analyse and attempt to resolve the incident	IT Applications Manager	IT Applications Manager	IN/A	N/A	
	(8) Incident resolved?	IT Applications Manager	IT Applications Manager	N/A	General Manager	
	No				IT Department	
	Problem					
	Management					
	(9) Analyse business requirement and reason for not resolving the incident and communicate action plan/next steps to the requestor	IT Applications Specialist (Second Line of Support)	IT Applications Specialist (Second Line of Support)	IT Applications Manager	Requestor	
	(10) Does the Requestor object?	IT Helpdesk Specialist	IT Helpdesk Specialist	N/A	Requestor	
	No					
	(11) Record and close the Incident	IT Helpdesk Specialist	IT Helpdesk Specialist	N/A	IT Applications Manager	
	(12) Update the activity log with the Incident	IT Helpdesk Specialist	IT Helpdesk Specialist	N/A	N/A	
	(13) Conduct a Periodic Review of the activity log to monitor performance	IT Applications Manager	IT Applications Manager	N/A	N/A	
	End End					

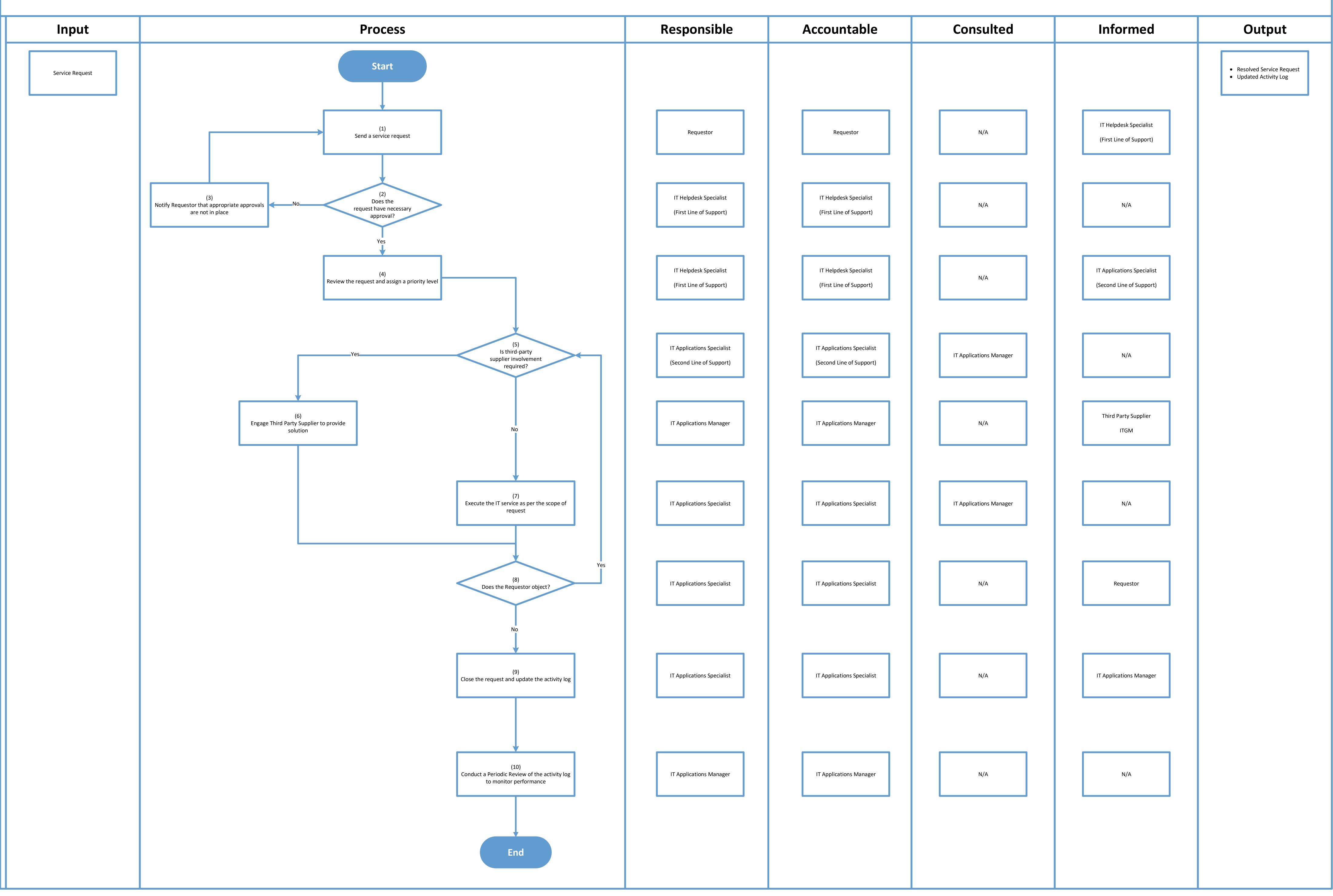








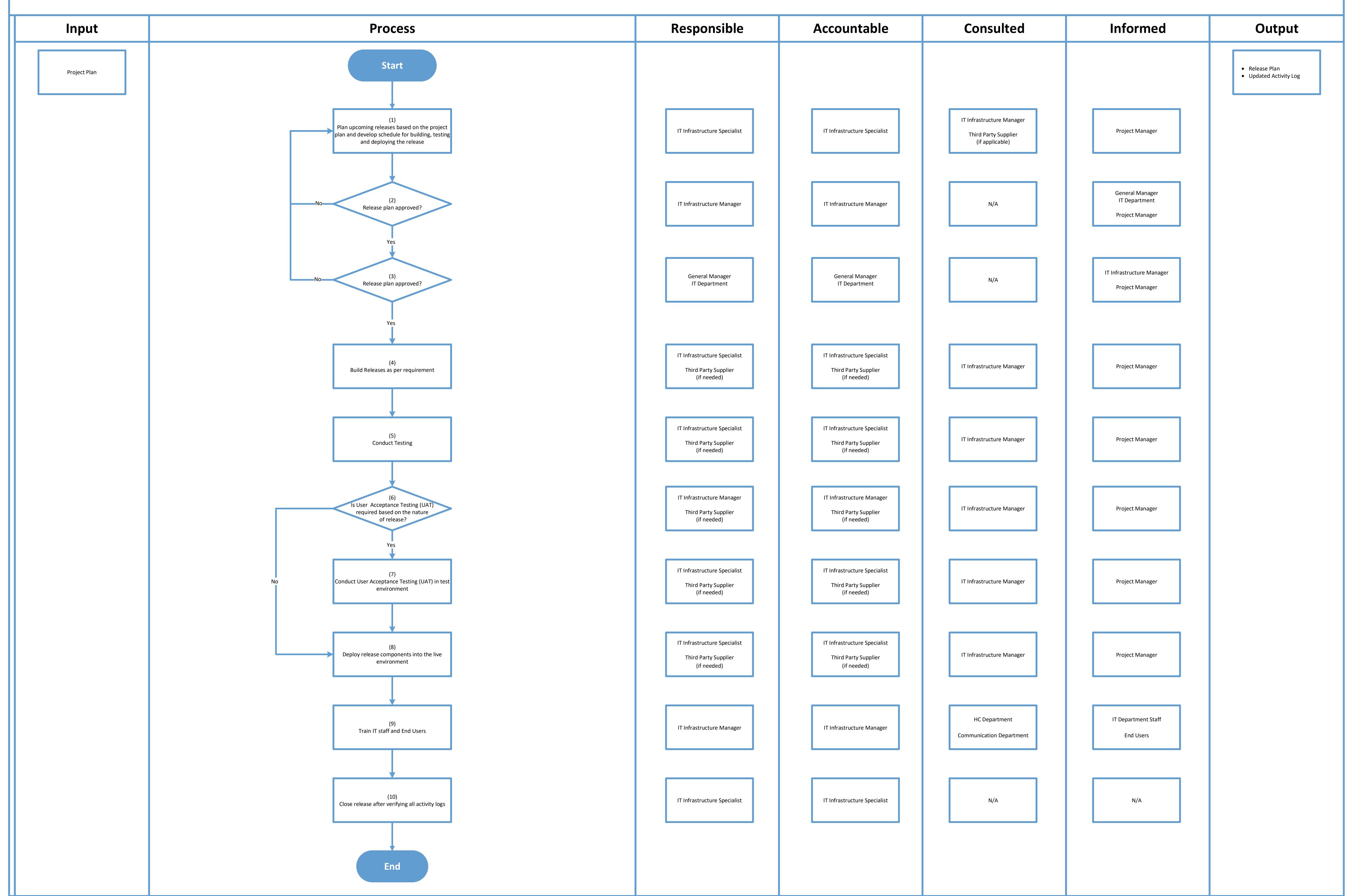






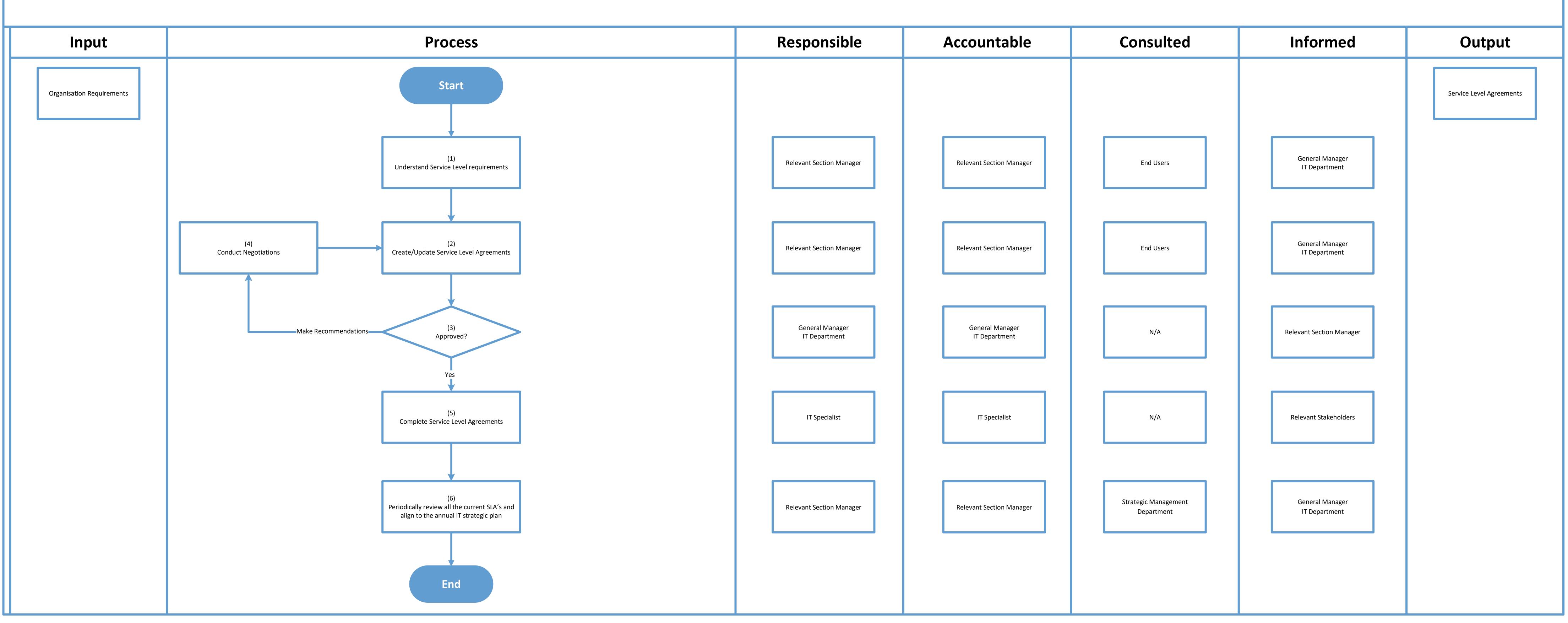
Innut	Process	Responsible	Accountable	Consulted	Informed	Output
Change Request	Process Problem Management	Responsible	Accountable	Consuited	iniormea	• Closed Change Record • Updated Activity Log
	(1) Record a Request for Change	IT Helpdesk Specialist	IT Helpdesk Specialist	N/A	IT Infrastructure Specialist	
	(2) Approved? No End (3) Is this an Emergency Change?	IT Infrastructure Manager	IT Infrastructure Manager	N/A	General Manager IT Department	
	(9) Assess and evaluate change Assess and evaluate change	IT Infrastructure Manager	IT Infrastructure Manager	N/A	Third Party Supplier	
	(5) Design and build change with engagement of third-party (if required)	IT Infrastructure Manager	IT Infrastructure Manager	Third Party Supplier	Procurement & Contracts Department As per DoA	
	Approved Approved (10) Authorise the Change Process Approved (11) Software development required? Software Development Lifecycle	As per DoA	As per DoA	N/A	IT Infrastructure Manager	
	(12) Design and build change. Conduct User Acceptance Testing (UAT) (6) Is there time to conduct testing? Yes	IT Infrastructure Manager Third Party Supplier	IT Infrastructure Manager Third Party Supplier	IT Infrastructure Manager	As per DoA	
	No (7) Conduct User Acceptance Testing (UAT) (8)	IT Infrastructure Manager Third Party Supplier	IT Infrastructure Manager Third Party Supplier	N/A	IT Infrastructure Manager	
	Provide authorization for the Emergency Change Process	As per DoA	As per DoA	N/A	IT Infrastructure Manager	
	No Has the Change Request been implemented? Yes (14) Close the Request and Update the activity log	IT Infrastructure Manager IT Infrastructure Specialist	IT Infrastructure Manager IT Infrastructure Specialist	N/A	IT Infrastructure Specialist IT Infrastructure Manager General Manager IT Department	
	Configuration Management				IT Department	
	(15) Update IT Asset Register	IT Infrastructure Specialist	IT Infrastructure Specialist	N/A	IT Infrastructure Manager	
	(16) File all relevant documentation	IT Infrastructure Specialist	IT Infrastructure Specialist	N/A	N/A	
	(17) Conduct a Periodic Review of the activity log to monitor performance	IT Infrastructure Manager	IT Infrastructure Manager	N/A	N/A	
	End					



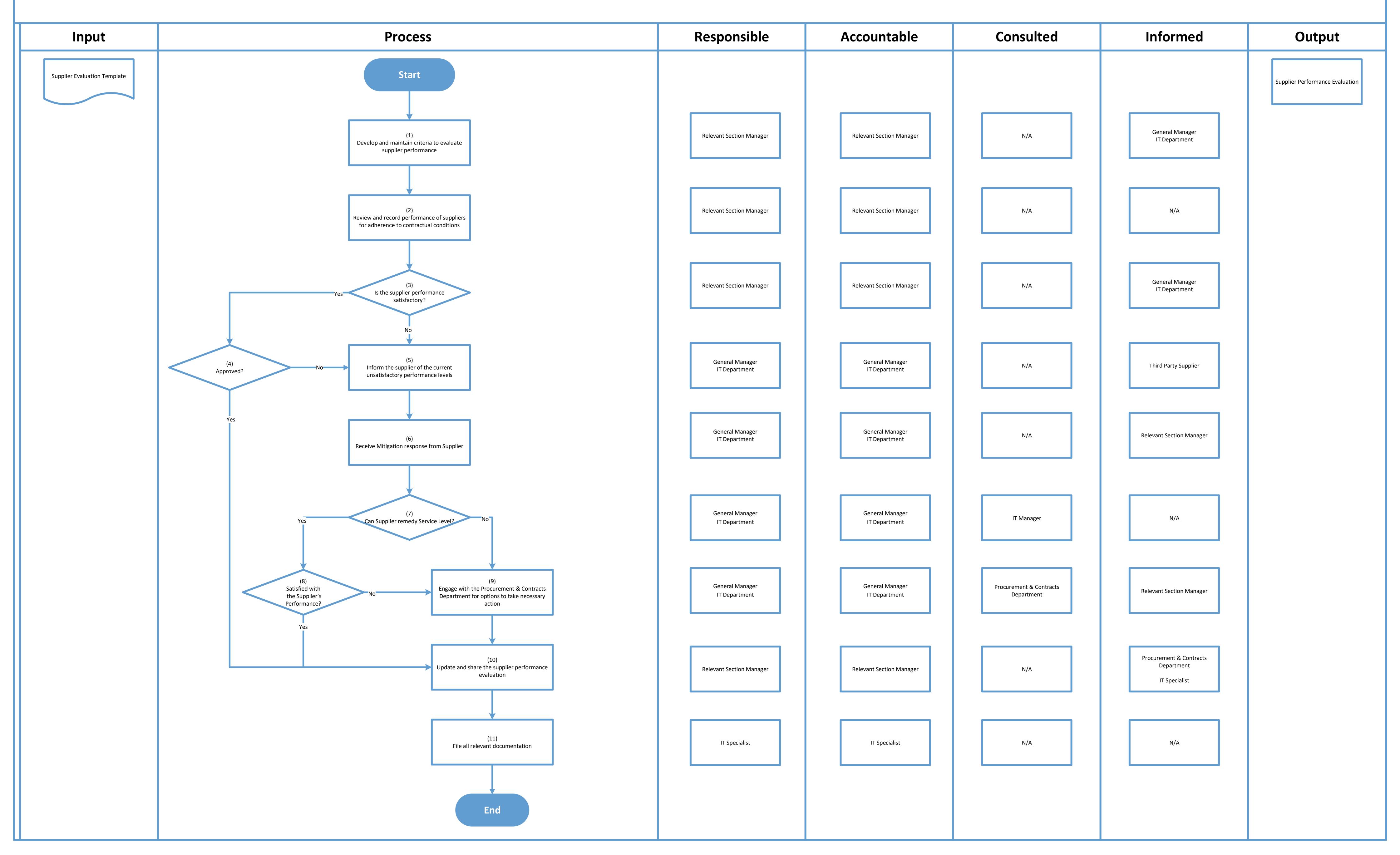




FLO-IT-v1.0-1.11 Define Service Level Agreements

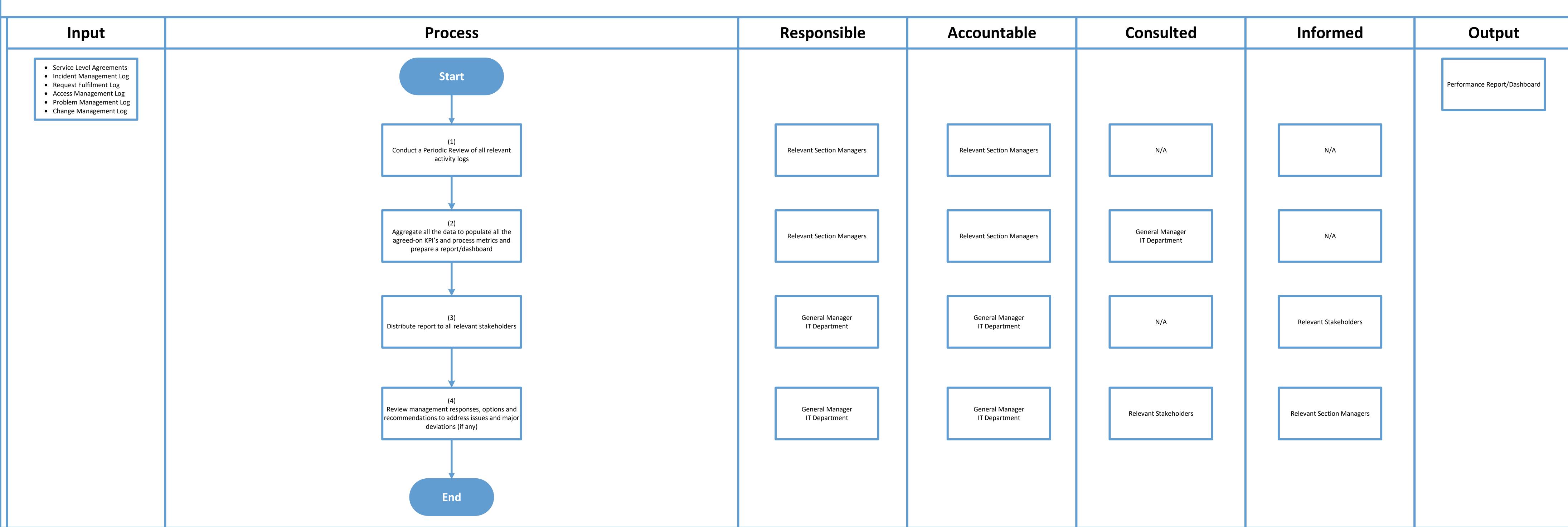






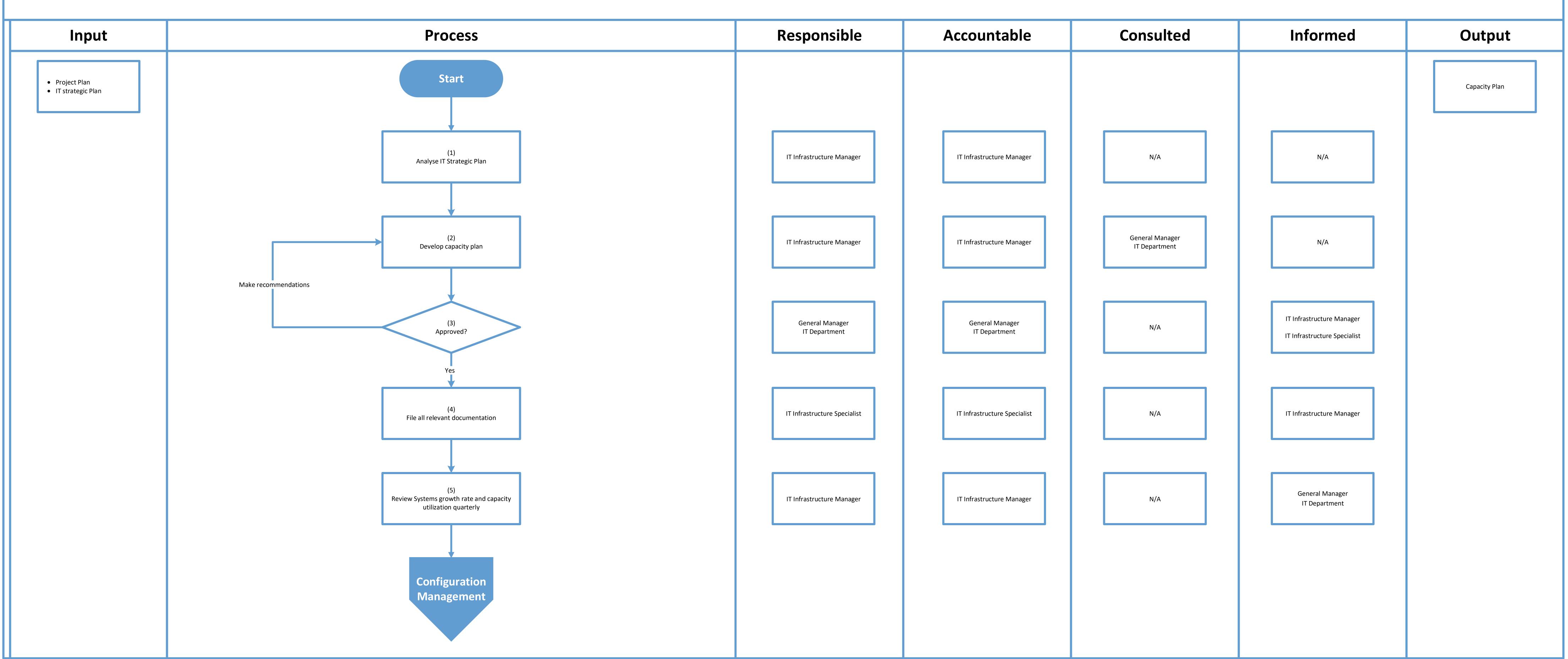


FLO-IT-v1.0-1.13 Analyse and Report Performance





FLO-IT-v1.0-1.14 Capacity Management





Input	Process	Responsible	Accountable	Consulted	Informed	Output
New Software Requirements	Start					Developed Software
	(1) Identify need to develop a software	Relevant Section Manager	Relevant Section Manager	General Manager IT Department	Project Manager	
	(2) Understand requirements	Relevant Section Manager	Relevant Section Manager	N/A	N/A	
	(3) Conduct research to assess the risks and develop an understanding of the required	Relevant Section Manager	Relevant Section Manager	General Manager IT Department	N/A	
	resources			General Manager		
	(4) Request additional information (if required)	Relevant Section Manager	Relevant Section Manager	IT Department Relevant Stakeholders	N/A	
	(5) Third Party engagement required? Procurement & Contracts Department Process In-House FLO-PRO-v1.0-1.4 Purchase Requisition					
	(6) Develop a prototype software	IT Specialist Third Party Supplier (if needed)	IT Specialist Third Party Supplier (if needed)	Relevant Section Manager	N/A	
	(7) Test prototype against existing software to assess performance	IT Specialist Third Party Supplier (if needed)	IT Specialist Third Party Supplier (if needed)	Relevant Section Manager	As per DoA	
	Amendments (8) Required Approved?	As per DoA	As per DoA	N/A	Relevant Section Manager	
	(9) Conduct final tests of approved software by enabling system and user tests	IT Specialist Third Party Supplier (if needed)	IT Specialist Third Party Supplier (if needed)	Relevant Section Manager	N/A	
	(10) Finalise and implement the software into the Authority's system	IT Specialist Third Party Supplier (if needed)	IT Specialist Third Party Supplier (if needed)	Relevant Section Manager	N/A	
	(11) Conduct a periodic review of the activity log to monitor performance	Relevant Section Manager	Relevant Section Manager	N/A	N/A	
	End					



FLO-IT-v1.0-1.16 Backup Management

