Procedure Template

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| Policy Area | IT Policy Library |
| Approved Date | December 31, 20XX |
| Approved By | Policy Committee |
| Effective Date | January 1, 20XX |
| Current Version | 1.0 |

# I. Overview

Policies provide management direction and guidance with the intention of influencing courses of action and decision making to ensure they are in line with ABC Company's philosophy, goals and objectives and strategic plans. Procedures document a detailed description of the steps necessary to perform specific operations that comply with ABC Company’s policies and standards.

# II. Purpose

The purpose of this procedure is to formally document the series of steps taken to meet the requirements specified in ABC Company's [ Policy Name ].

# III. Scope

This procedure applies to all ABC Company Staff who [ Describe Scope: For example, manage ABC Company’s Information Resources. ].

# IV. Procedure

[ Provide a detailed list of the steps taken, Staff that perform the actions, Information Systems involved, frequency, reports generated, responsibilities, reviews, approvals, etc. If any new Terms are used, ensure they are defined in the Terms and Conditions Policy. ]

# V. Enforcement

Any Staff member found to have violated this procedure may be subject to disciplinary action, up to and including termination.

# VI. Distribution

This procedure is to be distributed to all ABC Company Staff who [ Describe Distribution ].

**Procedure History**

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| --- | --- | --- | --- |
| Version | Date | Description | Approved By |
| 1.0 | 1/1/20XX | Initial procedure release |  |
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**References: [ List applicable references below ]**

COBIT

GDPR

HIPAA

ISO 27001

NIST 800-41

NIST SP 800-53

NIST Cybersecurity Framework

PCI