DRAFT CLOUD / HOSTED / SaaS APPROVAL REQUEST CHECKLIST

PURPOSE

The purpose of this document is to provide a checklist to allow tracking of all required documentation to be submitted for final approval of the proposed Cloud / Hosted / SaaS solution. This document supports the Cloud / Hosted / SaaS Policy.

INSTRUCTIONS

Please submit this completed checklist along with all required supporting documentation to Patti Froese, Supervisor, Project and Administrative Support Office, Information Technology Services, x3260.

Key contact information:

Name	First name, Last name
Title	[enter]
Department / Area	[enter]
Extension	[enter]
Date submitted	[enter]

Documentation	**Attached** (please check)
Completed Cloud / Hosted / SaaS assessment questionnaire	
Last two independent audit reports attesting to the effectiveness of the internal control environment (e.g., SOC 1 / SOC 2) If unavailable, please explain:	
Valid, current attestation of PCI-DSS or PA-DSS compliance, if applicable *(Note: this may be covered by the Cloud / Hosted / SaaS assessment*	

Documentation	Attached (please check)
questionnaire) If unavailable, please explain:	
Data flow diagram(s) outlining the flow of Brock data, accompanied by written permission from the data steward/ owner, if applicable *(Note that this may be covered by the Cloud / Hosted / SaaS assessment questionnaire)* If unavailable, please explain:	
If Personal Information is part of the data stored / processed by the proposed solution, completed Privacy Impact Assessment along with the Freedom of Information and Privacy Coordinator's and ITS' assessment, the business owner's documented response and signature(s) of the signing officer(s) If unavailable, please explain:	
Sign-off by the AVP, IT on the proposed solution's integration with the current ITS architecture If unavailable, please explain:	
Business continuity plan *(Note that this may be covered by the Cloud / Hosted / SaaS assessment questionnaire)* If unavailable, please explain:	
Total cost estimate including all related consulting, hardware, software and training costs *(Note that this may be covered by the Cloud / Hosted / SaaS assessment questionnaire)* If unavailable, please explain:	