



<p><b>State of New Jersey IT Circular</b></p> <p><b>Title: Extranet Procedure</b></p>	<b>NO:</b> <b>09-11-P1-NJOIT</b>	<b>SUPERSEDES:</b> NA
	<b>DATE PUBLISHED:</b> 08-10-2009	
	<b>VERSION:</b>	<b>EFFECTIVE DATE:</b> IMMEDIATELY
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ATTN: Directors of Administration and Agency IT Managers

**I. PURPOSE**

This procedure applies to the setup and use of a telecommunication circuit, physical or virtual, through which a Business Entity may access non-public State of New Jersey resources on an ongoing basis. All Business Entity connections that access non-public State of New Jersey resources are covered by this procedure, regardless of what technology is used or direction of data flow.

**II. AUTHORITY**

This procedure is established under the authority of State of New Jersey P.L.2007.c.56. This order defines New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government.

The Office of Information Technology (OIT) reserves the right to change or amend this circular to comply with changes in OIT or other agency policies.

**III. SCOPE**

This policy applies to all personnel including, business entities, employees, temporary workers, volunteers, contractors and those employed by contracting entities, and others who are authorized to access enterprise information resources and/or systems regardless of what technology is used for the connection.

## **IV. DEFINITIONS**

### **A. Physical System Architecture Review**

A meeting at which the appropriate representatives from OIT's Infrastructure Support Services (ISS), Architectural Standards and Enterprise Technologies (ASET), Information Security and Disaster Recovery as well as the Project Team discuss the Physical System Architecture Review document to determine if project deadlines and programming and infrastructure requirements have been met.

### **B. Logical System Architecture Review**

A meeting at which the business sponsor, Project Manager and the Architecture Review Team meet to discuss the Logical System Architecture Review document to ensure that capacity, resources hardware and software needs are identified and infrastructure requirements are determined.

### **C. Integrated Planning Process (IPP)**

A process that facilitates the intake of work, provides visibility to management of our current workload, feeds the Information Technology Infrastructure Library (ITIL) processes and the Project Initiation, Planning and Execution Line (PIPE Line) process, formerly known as the System Architecture Review (SAR) process. Through a series of reviews conducted at different stages or phases of the project, the IPP will ensure that technical solutions are conceived, designed and deployed in an efficient and effective manner. These review points occur throughout the project lifecycle, to ensure that projects match strategic objectives and align with OIT's Shared IT Architecture document [http://www.nj.gov/it/ps/it\\_architecture.doc](http://www.nj.gov/it/ps/it_architecture.doc). IPP includes a Business Case Review, Logical Review, Physical Review, Implementation Review and Post Implementation Review.

## **V. PROCEDURES**

### **A. Establishing Agreement**

Sponsoring agencies that require connectivity to or from a Business Entity must complete an Integrated Planning Process (IPP) form available by sending an email request to [sar@oit.state.nj.us](mailto:sar@oit.state.nj.us) and participate in the IPP to review the anticipated project, prior to submission of an Extranet Application (Appendix A).

Sponsoring Agencies that have completed the IPP and have obtained preliminary approval for extranet connectivity, must file an Extranet

Application form (Appendix A) through the Statewide Office of Information Security at [njinfosecure@oit.state.nj.us](mailto:njinfosecure@oit.state.nj.us).

Upon completion of the IPP review and approval by the Office of Information Technology, and before any connections are established, the Sponsoring Agency and the Business Entity must agree to, complete and sign the Extranet Agreement (Appendix B).

This Extranet Agreement must be signed by the Office of Information Technology's Chief Administrative Officer (or designee), the Sponsoring Agency and Business Entities counterpart's signatures must also be provided.

The signed Extranet Agreement is to be kept on file with the relevant Sponsoring Agency. A copy of the signed agreement must be provided to the Statewide Office of Information Security, prior to implementation.

### **Establishing Connectivity**

Prior to and as part of the Physical System Architectural Review (PSAR) within the IPP, the Sponsoring agency and Business Entity will complete the Extranet Operational Form (Appendix C) and submit copies to the Statewide Office of Information Security and the OIT WAN group at the email addresses provided on Appendix C. The Extranet Operational Form will be discussed as part of the PSAR.

The OIT WAN group will designate where the connection(s) is to terminate and provide this information to the Sponsoring Agency.

The Sponsoring Agency will work with the Business Entity to establish extranet connectivity.

### **B. Making Changes to Existing Extranet Connections**

All extranet changes and enhancements must be submitted by the Sponsoring Agency to the OIT Office of Change Management.

The Sponsoring agency must complete a PSAR when an existing Extranet requires a change or upgrade as defined in the Extranet Policy.

The Sponsoring agency must complete both the Logical and Physical System Architecture reviews for enhancements to an existing extranet connection. Enhancements are defined in the Extranet Policy.

An updated Extranet Operational Form is required and notification must be sent to the OIT Office of Change Management, before changes or enhancement are implemented.

**C. Maintenance and Terminating Access**

The OIT WAN group, Business Entity, and Sponsoring Agency will collaborate on developing an Extranet specific contingency procedure to follow in the event of an outage or service disruption that may impact business processes. Such a procedure will define the roles and responsibilities including, but not limited to: maintaining active extranet equipment and data circuits, tracking and monitoring equipment, notification process, specifying points of contact for all stakeholders, defining access to equipment, and setting the process for resolution and recovery. It is the responsibility of the Sponsoring Agency to ensure these collaborative efforts are developed.

The OIT WAN group will conduct a periodic review of all existing extranet connections to ensure that all existing connections are actively in use, still needed, and suitably configured for current needs.

Unused connections will be terminated with at least 14 days prior notice to the Sponsoring Agency.

The Sponsoring Agency will be responsible for retrieving any State-owned equipment from the Business Entity.

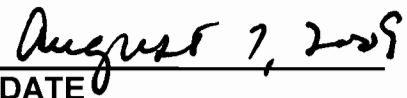
Should a security incident necessitate a change to existing permissions, or termination of connectivity, the OIT WAN group and/or Statewide Office of Information Security will notify the Sponsoring Agency of the change prior to taking any action.

**VI. EXCEPTIONS AND NON-COMPLIANCE**

Any individual found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Any Business Entity found in violation of this procedure may result in a filtered connection or be denied future extranet access.



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ADEL EBEID  
Chief Technology Officer



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DATE