

**1 DIRECTIVE**

1.01 Systems requirements must be identified annually in detail, and in ranked order of priority, at the departmental level. The details to be provided are identified in the *Procedures* section below.

**2 PURPOSE**

2.01 The purpose of this Directive is to ensure that sufficient information technology resources are available to carry on the business while ensuring there are only reasonable excess resources. The Executive Leadership Teams are accountable for both the IT resources the department consumes and any significant discrepancies between the resources allocated to the department based on the annual request and those resources used.

**3 SCOPE**

3.01 This directive applies to all Executive Leadership Teams.

**4 RESPONSIBILITY**

4.01 The Director of Application Services is responsible to collect and provide actual systems resource usage to each department or function for planning purposes.

4.02 The Executive Leadership Teams are responsible to identify and justify the IT resources that his or her department requires and the schedule for increasing or decreasing any resources.

**5 DEFINITIONS**

None

**6 RELATED DIRECTIVES**

None