

# Implementation Checklist

First 90 Days After Court Action

## Purpose

This checklist identifies the immediate steps needed to operationalize the County IT governance alignment after Court action. It is intended as an administrative working document, not a separate policy.

## Phase 1: Court Action and Administrative Setup

Task	Responsible Party	Status
Place agenda item and final attachments on Commissioners Court agenda.	County administration / IT / Auditor	Pending
Obtain legal review of proposed action language.	County legal authority	Pending
Court acknowledges Governance Policy and establishes IT Advisory Committee.	Commissioners Court	Pending
County Auditor acknowledges administrative supervision role and escalation process.	County Auditor	Pending
IT Director publishes final governance packet internally.	IT Director	Pending

## Phase 2: Advisory Committee Launch

Task	Responsible Party	Status
Confirm standing committee members and designees.	County Auditor / IT Director	Pending
Schedule first quarterly meeting.	IT Director	Pending
Prepare first agenda: governance overview, CJIS status, MFA, Entra, least privilege, network modernization, ticketing, asset inventory.	IT Director	Pending
Create simple meeting summary and action item template.	IT Director	Pending
Document first set of recommendations and priorities.	IT Advisory Committee	Pending

## Phase 3: Standards and Communication

Task	Responsible Party	Status
Send plain-language announcement to department heads and elected officials.	IT Director / County Auditor	Pending
Publish or circulate IT Written Standards.	IT Director	Pending
Create exception request process for local admin, unsupported systems, vendor access, and network equipment.	IT Director	Pending
Create technology procurement review workflow.	IT Director / Auditor / Purchasing as applicable	Pending
Define escalation path for disputes or high-risk exceptions.	IT Director / County Auditor	Pending

## Phase 4: Operational Priorities

Task	Responsible Party	Status
Continue Entra enrollment and standardized device naming.	IT Department	In progress
Continue local administrator reduction and exception documentation.	IT Department	In progress
Complete CJIS MFA/TOTP rollout and supporting user notifications.	IT Department / Sheriff Office	In progress
Maintain CJIS CAP response documentation.	IT Department / audited agencies	In progress
Prioritize firewall, switch, wireless, and segmentation modernization funding path.	IT Director / Auditor / Court	In progress
Move support requests toward ticketing and documented workflows.	IT Department	Pending/In progress
Create basic IT risk register and review quarterly.	IT Director / ITAC	Pending

## First IT Advisory Committee Agenda

1. Purpose of the IT governance alignment.
2. What authority changed and what did not change.
3. Current CJIS audit/CAP status and MFA rollout status.
4. Identity and least-privilege status.
5. Network/firewall/switch/wireless modernization plan.
6. Ticketing and support workflow expectations.
7. Asset inventory and lifecycle planning.
8. Risk register review and top 5 current IT risks.
9. Next meeting date and action items.