

How to Contribute

The UW-IT strategy practice encourages participation by everyone in UW-IT. Three levels of strategy are maintained in different ways:

Strategic Goals (level 1)

Level 1 strategies are updated by the Senior Leadership Team. They are used for communication within UW-IT and with university leaders.

All level 1 strategies follow the same "strategy on a page" format (see the [Strategies](#) section for examples) and are hosted within this web site.

To Propose Updates ...

1. Please use Google Drive: [Level 1 Strategic Goals - Workspace](#) (Google Documents)
 - a. Propose changes in the Current Workspace section
 - b. Insert comments as needed to indicate what is changing
2. Please [Contact EA](#) when you have a new version to publish.
3. The Director of EA and Strategy will triage the proposed changes and determine whether they are minor or significant.
 - a. For minor changes, the EA team will send a UNODIR notification to UW-IT Business Service Owners and UW-IT Communications using uw_entarch_soap1notify@uw.edu.
 - b. For significant changes, the EA team will get approval from all Business Service Owners (how this happens may vary)
4. When a new version is ready, the EA team will publish it to:
 - a. [Strategy into Action](#) (this web site)
 - b. The printable slide deck [UW-IT Strategic Goals: Strategies on a Page](#)
5. The EA team will maintain a [change log](#) specifying when, who requested it, and what kind of change.
6. The EA team will work with UW-IT Communications team to periodically update communication materials based on strategy changes.

Business Services (level 2)

Level 2 strategies are updated by [Business Service Owners](#) in collaboration with [Service Owners](#) and service teams. They are used for communication within UW-IT and with IT governance boards, such as the IT Service Management Board.

All level 2 strategies follow the same "strategy on a page" format (see the [Strategies](#) section for examples) and are hosted within this web site. Start a Strategy on a Page following the steps below.

To Propose Updates ...

1. You can create a draft strategy using the template at [Create a Draft Strategy on a Page](#):
 - a. This should be a collaboration including at least the Business Service Owner and relevant Service Owner.
 - b. To find a draft a previously started draft, consult the list at [Create a Draft Strategy on a Page](#).
2. When your strategy is ready to publish for the first time, please [Contact EA](#); the EA team will move your strategy under the corresponding [Level 1 strategy](#) within this wiki site.
3. Business Service Owners are asked to periodically review level 2 strategies with their teams.
4. When making changes going forward:
 - a. Please indicate in the header on the page whether the wiki page is now a DRAFT or CURRENT version.
 - b. Please consider how to communicate updates to affected stakeholders, as appropriate – for example Service Owners, Service Managers, across your division, with other divisions, and/or to the UW-IT Senior Leadership Team.

Service Offerings (level 3)

Level 3 strategies are maintained by service teams in collaboration with [Service Owners](#) and [Business Service Owners](#). They are used for communication within UW-IT and with customer stakeholders who need to know about the direction of the service.

These strategies can use several different formats and do not need to be hosted within this web site. Start a Strategy on a Page following the steps below.

i To Propose Updates ...

1. See the [Strategy Into Action DIY Kit \(Draft\)](#) for help with using different kinds of strategy formats.
2. When your strategy is ready to publish for the first time, please [Contact EA](#); the EA team will move your strategy under the corresponding [Level 2 strategy](#) within this wiki site.
3. Service Owners will periodically review level 3 strategies with their teams.
4. When making changes:
 - a. Please update the version number and date at the top of the page: dot versions (1.1, 1.2, 1.3) during the year and full releases (1.0, 2.0, 3.0) annually.
 - b. Please communicate updates to the affected Business Service Owners, Service Owners, and service teams.
 - c. When appropriate, also communicate changes to customers and partner teams that rely on the service offering.

i See changes that need to be made for Business Service or Service Offering information? See [Updating Business Service and Service Offering Information](#).