

## Information Technology Resource Management Council (ITRMC)

### **ENTERPRISE STANDARDS – S2000 SOFTWARE – DESKTOP AND NOTEBOOK**

**Category: S2110 – OFFICE SUITE**

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#### **I. DEFINITION**

Software to perform ordinary office functions, including word-processing, spreadsheet analysis, and presentation graphics support, all in an integrated environment.

#### **II. RATIONALE**

Compatible linked office software suites present the same "look and feel" to the user, maximize productivity, and minimize training expense. Integration allows formatted data to be transferred seamlessly from one application to another without conversion. Synergistic opportunities abound with integration. The lack of integration results in multiple editing and presentation environments and in the lack of full compatibility with data.

#### **III. APPROVED STANDARD(S)**

Supported by the approved operating systems for desktop and notebook computers providing Graphical User Interface functionality and compatibility among all the tools in the office suite.

#### **IV. APPROVED PRODUCT(S)**

1. Microsoft Office XP (latest service pack release), which includes:
  - A. Word 2002;
  - B. Excel 2002; and

- C. PowerPoint 2002.
- 2. Microsoft Office 2003 (latest service pack release), which includes:
  - A. Word 2003;
  - B. Excel 2003; and
  - C. PowerPoint 2003.
- 3. Microsoft Office 2007 (latest service pack release), which includes:
  - A. Word 2007
  - B. Excel 2007; and
  - C. PowerPoint 2007

## **V. JUSTIFICATION**

MS Office 2007 is now being shipped with new computers and is the most current product from Microsoft. This product provides the full scope of required functions and is fully compatible with Microsoft Exchange, Outlook, and Internet Explorer. A common office suite throughout State government allows for transparent data interchange and lower cost per user.

## **VI. TECHNICAL AND IMPLEMENTATION CONSIDERATIONS**

Agencies should update to the latest service pack for the version of Office that they are running.

Microsoft Office 2007 represents a significant change for users. The location of some standard features may not seem logical to all users and may cause frustration or require end-user training. Change can be costly when acquisition, training, and conversion are considered. Agencies should carefully weigh the productivity benefits versus the cost of migration.

Agencies using Office 2003 should be prepared to address compatibility issues that may arise when Office 2007 documents are received from external users. Microsoft compatibility packs can be installed for Office 2003, to view the new Office 2007 default file format.

## **VII. EMERGING TRENDS AND ARCHITECTURAL DIRECTIONS**

Office 2007 is expected to rapidly become the default desk top suite. Agencies should have an implementation plan for Office 2007 so they can more easily communicate with other agencies and their customers.

## **VIII. REVIEW CYCLE**

Six (6) Months

## **IX. TIME LINE**

Last Reviewed: October 10, 2007

Last Revised: October 10, 2007

Effective Date: December 2000

## **X. REVISION HISTORY**

10/10/07 – The “Approved Products” section was updated to include Office 2007. Office 2000 was removed from the list of approved products. The “Technical and Implementation Considerations” section was updated. Reference to Office 2007 was added in the “Emerging Trends and Architectural Directions” section.

3/7/07 – Updated reference to Office 2003 in the “Justification” section. Updated reference in the “Emerging Trends and Architectural Directions” section to show that Office 2007 is now available, and that agencies should test and deploy compatibility packs.

11/15/06 – Added a reference to Office 2007 in the “Emerging Trends and Architectural Directions” section.

5/16/06 – The “Approved Products” section was updated to recommend not installing Office 2000 on new systems. The justification was that Microsoft ended mainstream support for Office 2000 in June 2004.

7/20/05 – The “Emerging Trends and Architectural Directions” section was updated to reflect the release of schedule service packs from Microsoft for Office 2002 (XP). The “Justification” section was updated with the removal of Office 97 as this version of Office is no longer in common use. These changes keep the ITRMC standard up-to-date and let agencies know how important it is to keep their software up-to-date. Almost all attacks on systems use known security issues that already have patches/fixes available, so it is very important that agencies stay up-to-date on their security.

12/9/04 – The "Emerging Trends and Architectural Directions" section was updated to reflect the release of scheduled service packs from Microsoft for Office 2003 and Office 2000. These changes keep the ITRMC standard up-to-date and let agencies know how important it is to keep their software up-to-date. Almost all attacks on systems use known security issues that already have patches/fixes available, so it is very important that agencies stay up-to-date on their security.