



PROCEDURE

Procedure Name	RESOURCE ALLOCATION AND LIFECYCLE MANAGEMENT			<i>Revised</i>
Procedure Number	IT 2.1	Approval Date	May 13, 2026	
Parent Policy	IT 2.0 Digital Security and Technology Management			
Procedure Authority	Director, Information Technology			
Executive Sponsor	Vice-President, Administration and Finance			
Approved By	Vice-President, Administration and Finance			

1. PURPOSE

Medicine Hat College (MHC) prioritizes responsible stewardship of information technology (IT) resources through defined processes for allocation, replacement, and lifecycle management. Proactive management ensures resources remain efficient and appropriate, aligned with institutional priorities, secure, and protected from obsolescence.

2. SCOPE

This procedure applies to all IT resources and to all individuals involved in their allocation, use, and management.

3. DEFINITIONS

- **Allocation:** the process by which Information Technology Services assigns IT resources to individuals or departments based on operational need, job responsibilities, and institutional priorities.
- **College Corporate Network:** the college's centrally managed, on-premises network environment used to access internal systems, services, and data intended for official college business. Access to this network is restricted to college owned and IT managed devices that meet the college's security and compliance standards.
- **College Auxiliary Networks:** IT managed network environments that are logically separated from the College Corporate Network. They are designed to provide controlled connectivity for personal devices, non-managed college devices, guests, vendors, and specialized systems while preventing direct access to College Corporate Network resources.
- **Evergreening Process:** the proactive review and replacement of IT resources to prevent obsolescence and maintain operational effectiveness.
- **Information Technology Resource (IT Resource):** any hardware, software, digital service, account, or computing system owned or managed by the college that creates, stores, processes, transmits institutional data, or connects to a college network. If you are unsure if something is an IT resource, contact ITS.

4. GUIDING CONSIDERATIONS

Alignment with Role and Function: Allocation is based on operational need and job responsibilities, ensuring equitable access where resources are most required.

Accountability and Security: All allocation, use, maintenance, and replacement processes are planned and conducted with security as a priority.

Continuous Improvement: Allocation and lifecycle processes are periodically reviewed to enhance efficiency, sustainability, and alignment with institutional objectives.

5. LIFE CYCLE MANAGEMENT

- 5.1 IT resources follow a defined lifecycle: procurement, deployment, operation, retirement, decommissioning, and disposal.
- 5.2 Some IT resources have a specified evergreening cycle with definitive timelines for replacement. Other IT resources may have evergreening cycles based on other criteria such as a lack of support or obsolescence.
- 5.3 Information Technology Services (ITS) is responsible for determining eligibility and technical requirements during the approval process of any new purchase or allocation of an IT resource. Software-as-a-Service (SaaS)-based IT resources may require an Outsourced Risk Assessment (ORA) and/or Privacy Impact Assessment (PIA).
- 5.4 ITS maintains an inventory of IT resources deemed necessary to ensure identification, reliability, security, and effective stewardship throughout their lifecycle. Periodic reviews are conducted to verify accuracy, reconcile discrepancies, and inform planning.
- 5.5 To support security, accurate tracking and inventory management, all relocation or reassignment of hardware-based IT resources must be carried out by ITS in accordance with the Office Move Standard. Departments may request relocations or changes by completing the Office Move Request form.
- 5.6 ITS conducts scheduled maintenance and updates to ensure IT resources remain functional, secure, and aligned with college standards. Users should report any damage or performance issues promptly in order to support timely resolution.
- 5.7 The college promotes resale and recycling of IT resources to minimize environmental impact and support responsible stewardship. Any hardware disposal follows environmentally responsible practices, including certified recycling or vendor return programs.
- 5.8 ITS will follow a standardized decommission process to ensure all data and account information are securely removed, destroyed, or erased to protect privacy and institutional data while adhering to all other applicable policies addressing college assets.

6. STANDARD, NON-STANDARD, AND PERSONAL DEVICES

- 6.1 ITS establishes, maintains, and follows recommended standard configurations for hardware-based IT resources to ensure compatibility, security, maintainability, and equitable access.
- 6.2 Standard devices are devices that follow an evergreening process that meets general purpose needs. They adhere to MHC standards to reduce the risk of misconfiguration and vulnerabilities.
- 6.3 Non-standard devices are devices not included in the evergreening process and may be outside standard configurations or operating systems.
- 6.4 Non-standard devices are generally intended to meet specialized needs of the institution or a department regardless of the funding source and may be excluded from the college corporate network.
- 6.5 Requests for non-standard devices or operating systems require ITS approval, documented justification, and alignment with operational need and institutional priorities.

- 6.6 Personal devices are electronic devices such as tablets, cell phones or laptops, purchased by or for an individual, including devices purchased using Professional Development Funds, and are not primarily intended for work use.
- 6.7 Personal devices are not managed by ITS. They will not be supported beyond what is necessary to ensure security of IT resources.
- 6.8 Personal and non-managed devices are not permitted to connect to other hardware-based IT resources, or the College Corporate Network and may be access controlled when connecting to college auxiliary networks.

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Wayne Resch
Vice-President, Administration and Finance
Date: May 13, 2026

Additional Information	Location
Office Move Request Form	ITS SharePoint
Office Move Standard	MHC Website (internal only)/Policy & Procedure SharePoint

MHC ERM

RISK ID: 4.2 Availability and Continuity; 4.6 Adequacy IT Infrastructure