Information Technology Bulletin
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology

ITB Number:	**ITB-EPM002**	
ITB Title:	**Enterprise e-Learning Solution**	
Issued by:	**Deputy Secretary for Information Technology**	
Date Issued: January 18, 2007		**Date Revised: November 18, 2010**
Domain:	**Project Management**	
Discipline:	**Education**	
Technology Area:	**Enterprise e-Learning**	
Revision History Date:	**Description:**	
11/18/2010	**ITB Refresh**	

Abstract:
The purpose of this Information Technology Bulletin (ITB) is to establish enterprise-wide standards and provide guidance for Commonwealth use of e-learning solutions.

E-learning, or computer-based training, provides users with the opportunity to access training courses and materials in a private, online setting.

General:
This ITB applies to all agencies, boards, commissions and councils under the governor's jurisdiction. Agencies not under the governor's jurisdiction are encouraged to follow this policy to ensure they develop and implement applications that facilitate enterprise-wide interoperability and standardization.

Policy:
Any Commonwealth agency opting to employ an e-learning solution is to use the Commonwealth product standards in STD-EPM002A, *e-learning Product Standards*.

Refresh Schedule:
All standards identified in this ITB are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:
In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Community of Practice Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at WWW.COPPAR.STATE.PA.US. Agency CIO approval is required. Contact your agency CoP Planner for further details or assistance.

Questions:
Questions regarding this policy are to be directed to ra-oaitb@state.pa.us.

Policy Supplements:
STD-EPM002A - Enterprise E-Learning Product Standards