



**SQFT Knowledge Services**

# **CAPACITY PLANNING AND SYSTEM ACCEPTANCE POLICY**

## Document Revision History

<b>Version</b>	<b>Document No</b>	<b>Date</b>	<b>Brief summary of changes</b>	<b>Prepared By</b>	<b>Approved By</b>
<b>1.0</b>	SQFT/CPSA/ POL/004	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/CPSA/ POL/004	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
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<b>1.1</b>	SQFT/CPSA/ POL/004	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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## 1 PURPOSE

Information Technology assets are the main components of any Information Security and Privacy Information Management system. Proper capacity planning and appropriate acceptance of Information Technology infrastructure assets will be the main components for smooth functioning of the Information Technology and Information Security and Privacy processes and directly affects the Integrity and availability. This policy addresses the issues relating to Capacity planning and System Acceptance of IT assets for ensuring the Integrity and availability of Information assets to required levels.

## 2 SCOPE

This policy applies to all Information Technology assets that support the business information processing of SQFT KS.

## 3 POLICY

SQFT KS shall plan the Capacity requirements of its Information Technology assets to adequately address the Integrity and availability issues in processing its information resources.

SQFT KS shall establish acceptance criteria for new information systems, upgrades and new versions and accept systems that fulfill the criteria only after adequate testing.

## 4 EXECUTIVE OWNER

The Chief Operating Officer will be the executive owner of the policy.

The policy and revisions shall be approved by the Chairperson of the Information Security and Privacy Steering Committee.

IT will be responsible for implementing and executing the policy mentioned in this document and the procedures / guidelines given in the related documents.

The execution shall be monitored and reviewed by the Chief Operating Officer.

## 5 ROLES AND RESPONSIBILITIES

### Abbreviations

P – Primary Responsibility

• - Cooperative Responsibility

N/A - Not Applicable

**Responsibility**

S.No	Activity	IT TEAM	COO	Departments
1	Identification of key resources for Capacity Measurement	P	N/A	•
2	Planning for Capacity and Implementation	P	•	•
3	Testing for new systems, Upgrades and Versions	P	•	•
4	Implementation of the Policy	P	•	

**6 DEFINITIONS**

Head	Group/Department Head
COO	Chief Operating Officer
ISPSC	Information Security and Privacy Steering Committee
IT TEAM	Infrastructure Team

**7 ASSOCIATED DOCUMENT**

- Capacity Planning and System Acceptance Procedure (SQFT/CPSA/PRO/004)

**8 DOCUMENT MAINTENANCE**

Chief Operating Officer shall be responsible for document control and any changes.

Updates shall be discussed in the ISPSC under the guidance of COO.

COO shall forward the document to Chairperson of the ISPSC for approval, after review.

**End of Document**