Digital Authorisations Framework

**Phase 2 Approval requirements**

**Module 1**
Stakeholder identification and agreement

**Q1. Existing procedures**
Are there existing procedures documenting the business process and approval requirements?

**Q2. Delegation**
Are there specific approval delegations that apply to the business process?

**Electronic Transactions Act 1999 requirements**

**Q3. Identification**
Can each stakeholder (or entity) sending, receiving and actioning the approval be clearly identified?

**Q4. Consent**
Do all the stakeholders involved in the approval process agree to sending, receiving and managing the approval digitally?

**Q5. Approval intent**
Can approval intent from the approver(s) and the information or data subject to approval be clearly identified?

**Module 2**
Security and Access

**Q1. Role-based access control**
Does the requestor or approver need to be in a specific position to carry out an approval action?

**Q2. Privacy**
Does the approval involve classified, sensitive or personal information or data that requires extra protection?

**Q3. Security Classification**
Does the approval process involve information or data subject to security classification or dissemination limiting markers (DLM)?

**Module 3**
Business requirements

**Q1. Approval revocation**
Do you need a mechanism in place for revoking the approval?

**Q2. Multiple approvers**
Is approval required from multiple stakeholders?

**Q3. Reporting**
Will the status or outcome of the approval need to be reported?

**Q4. Notification**
Is there a need for users to be alerted when part of the approval process requires their action?

**Q5. Outsourcing**
Can the approval process be entirely managed within your agency?

**Module 4**
Information management

**Q1. System functionality**
Will the approval and associated information and data be kept in either an electronic document records management system (EDRMS) or in a business system with compliant information management functionality?

**Q2. Encryption**
Will the approval and associated information or data be encrypted?

**Q3. Multiple sources of information**
If the approval process involves multiple sources of information or data, can the approval request, final approval and the information subject to approval be clearly linked?

**Q4. Access to authoritative information**
Will all relevant stakeholders have access to the authoritative version of the information or data subject to approval?

**Q5. Event Logging and Auditing**
Can the system or location where the approval is being made track actions and events on the approval and associated information or data?

**Q6. Disposal requirements**
Can you apply current disposal practices to the approval and associated information or data when required?