

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.4.41.</b>		
<b>CHAPTER:</b> <b>Information Technology</b>	<b>ISSUED:</b> 3/21/97	<b>REV. A</b> 6/26/00	<b>REV. B</b>
<b>POLICY:</b> <b>Computer-Based Application System Development Policy</b>	<b>PAGE 1 OF 2</b>		

## **PURPOSE**

This policy provides guidelines for developing computer-based application systems. The intent of this policy is:

- To increase the likelihood that developed systems will be both effective (meet the needs of present and future users) and efficient (have a reasonable initial cost and reasonable operational, support, and enhancement costs).
- To assist in a clear understanding of, and agreement on, the roles that different departments should play in the development of a system.
- To help users and developers understand and agree on appropriate steps in the development process.

## **POLICY**

1. The project responsibility of an application system resides with the department(s) that will use the system -- even for university-wide systems that Information Technology (IT) develops or operates.
2. Each application system should have a "primary department" (the department that will use the new system the most, or the one that is "responsible for" the data). For successful system development, it is important that the primary department have one or more individuals who will be able to spend sufficient time, over the life of the development process, on project-related work.
3. Where a unit of Information Technology plans to develop a system that will support multiple departments independently, the Vice President of Information Technology or his/her designee will notify all departments affected by the project. Interested departments will be required to volunteer to represent the user community. Information Technology will formally create a planning committee consisting of employees from user departments. The committee will determine the department responsible for the system for accountability purposes. The same process will be used when the University chooses to purchase a system.
4. Each application system should be developed using a structured methodology including the following phases:
  - Phase I - Feasibility Analysis
  - Phase II - Process Re-engineering/Requirements Definition
  - Phase III - Detail Design/Vendor Selection
  - Phase IV - Implementation
  - Phase V - Post-Implementation Review and Procedures Updating

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5. If a department is developing a computer-based application system and does not intend to follow some or all of the procedures, the department head should notify the Vice President of Information Technology of that intent. Information Technology will not ensure support for any application which does not conform to all applicable University information technology standards, particularly with respect to interoperability, accessibility, and communications compatibility.

## **SCOPE**

This policy applies to all departments and covers both purchased vendor packages and systems created by in-house developers (programmers). Following this policy is particularly important if the system being developed is used for financial or management purposes.

## **PROCEDURES**

The specific procedures to follow for each phase of the structured methodology are outlined in "Computer-Based Application System Development Policy and Procedures" maintained by the Vice President for Information Technology.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding this policy should be addressed to the Vice President of Information Technology.