

Division of Information Technology	Procedure	
	Effective Date December 12, 2007	Date of Last Revision February 7, 2008

Chapter Name I. 4.0 INFORMATION MANAGEMENT (INTERNAL)	
Chapter Number I. 4.4 P1	Title Application Development Project Procedure (Internal)

1.0 Purpose

To indicate the application development process steps from receipt of the Request for Service (RFS) through development and completion of projects by ICT technical staff and/or teams. When new development and/or change to an existing internally created object is required/requested, the person(s) responsible shall follow this procedure for non-third party software changes and/or development. This procedure does not apply to baseline Banner changes.

2.0 Governing Policy	
<u>Number/Document Name</u>	<u>Effective Date</u>
I. 4.4 EAS Developmental Change Management (Internal)	December 12, 2007

3.0 Procedure

1. Request for Service (RFS) is prepared and emailed to the ICT Project Management Office (PMO) by an Authorized Approver.
2. PMO assigns a Project Number, updates the Project Inventory, and routes the RFS to the appropriate ICT Director, per the **Process Submission for Request for Service** procedure.
3. Director(s) of Enterprise Applications Services (EAS) reviews RFS, prioritizes project, assigns project to an Analyst when resources become available, and notifies PMO and Requestor.
4. Analyst contacts Requestor, discusses request, performs investigation, and develops the project Scope Document, per the **Scope Document procedure** (to be written).
5. The Scope Document is routed by the assigned Analyst to the Requestor for review and/or approval, to the Director of Security for review, and the Director of Project Management to put the project time and completion date into the Project.
6. If the project is estimated to be over 100 hours, it will be presented to the ERP Tactical Committee for review, approval, and prioritization.
7. Upon receipt of approval, the Analyst performs development and testing activities in the DEVL instance, incorporating naming standards (document to come) and best practices coding.
8. Scope document changes must be documented in a revised scope document must be routed to the requestor and Project Management and Security directors for review.
9. Upon completion of unit testing the Analyst:
 - a. Prepares migration request forms for QUAL migration per I.4.3.P1 Migration Procedure
 - b. Schedules and conducts a Peer Review meeting (procedure to be developed)
 - c. Upon approval of migration packet, forwards the completed forms to Production Control for QUAL migration

10. Production Control performs the migration, to the appropriate instance, per I.4.3 P1 Migration Procedure
11. Analyst notifies Requestor testing can be performed in QUAL instance.
12. The Functional Security Team reviews the 'views' and 'tables.'
13. Upon approval of test results, Analyst prepares forms for Production migration and routes them to the Director of EAS for approval, per I.4.3 P1 Migration Procedure.
14. Director of EAS verifies user approval and migration forms, then routes migration packet to Production Control.
15. Production Control performs the migration, per I.4.3 P1 Migration Procedure.
16. Requestor provides final approval, and the Analyst ensures supporting documentation (email, scripts, test results, etc.) are in the project folder and notifies Director of EAS all project files are complete and the project is ready to be closed.
17. Director of EAS notifies PMO the project is completed and files project folder.
18. PMO updates the Project Inventory.

4.0 Responsibility for Implementation

The Director of Project Management and Director of Enterprise Application Services are responsible for carrying out their respective roles and implementing the steps to completion.

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
Analyst	ICT programmer assigned to work on the request
Authorized Approver	Individuals within the University community responsible for reviewing and approving an RFS from their area for submission to ICT
Baseline Banner	The original source code from Banner.
Migration packet	Electronic document detailing all necessary pieces of project
Project Inventory	Inventory of projects being tracked by Project Management Office.
Request for Service	Electronic form from an EMU employee, and approved by an authorized supervisor, requesting a service from ICT as detailed in the document
Scope Document	Brief description of project requirements, results, and deliverables

6.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Bubb/Laundra	Submitted to PRC; drafted into Procedure format	August 7, 2006	
Gillespie/Hooley/Licholat	Revised; submitted to PRC	Nov 21, 2006	
Hooley	Revised	Dec. 6, 2006	
D. Farmer	Edited per PRC review	March 20, 2007	
C. Popp	Edits per Town Hall	March 27, 2007	
C. Popp	Submitted to CIO	May 24, 2007	
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A. Barr / Russ Blanton	Remove CD requirement from paragraph 17.	February 7, 2008	