POLICY NAME: Software Development Procedures Review Policy

Effective Date: 3/27/2014

Policy Owner: Database Application Services, TSD

Policy Number: TSD-DAS0011

Related Policies: None

Purpose: Ensure that software development procedures are being followed by ITU Database Application Services (DAS) and Banner Functional Offices (BFOs).

Scope: Policy applies to software developers working in DAS and in BFOs.

Policy Statement: This policy governs the annual review process for Software Development Procedures for DAS and BFOs. This process will ensure that DAS and BFOs are using the established Architectural Standards Committee (ASC) Software Development Procedures. These procedures can be found at https://docushare.gmu.edu/dsweb/View/Collection-4086 including the summary document “Software Development Procedure Summary” (SoftwareDevSummaryProcedureFinal.doc).

Definitions: N/A
Responsibilities: The ASC will have the responsibility of conducting the annual review process and will appoint a subcommittee to oversee the review process. It is the responsibility of DAS and BFO managers managing development projects to ensure compliance with these procedures. Since development projects vary in size and complexity, it will also be the responsibility of DAS and BFO managers to apply the appropriate parts of the Software Development Procedures to each project. As part of the annual review, DAS and BFO managers will review the usefulness and effectiveness of the procedures with development staff and can recommend changes to the ASC.

Compliance: The ASC will ensure compliance and the process will be the basis for review by Mason Internal Audit & Management Services.

Implementation Process: See Policy Statement

Approved By: Sharon Pitt, Interim Deputy CIO/Interim Executive Director, Technology Systems Division.

Approval Date: 3/27/2014

Revision History: N/A

Supersedes (Previous Policy): N/A

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