1. PURPOSE

1.1. The purpose of this administrative memorandum is to establish a software development life-cycle (SDLC) policy to control and manage activities (management, engineering and assurance) which produce software products as authorized by the University of Houston System through development or modification. The objective is to imbed a control architecture that ensures software products conform to computer and communications requirements, standards and procedures defined by each component university.

2. POLICY

2.1. All software product development or modification authorized by the University of Houston System will be subject to an implementation flow, chronologically, to a state of readiness for operational use consistent with Information Systems Audit and Control Association guidelines as published in Governance, Control and Audit for Information and Related Technology (COBIT www.isaca.org), according to the following phases:

Relevant COBIT framework processes for a selected SDLC include:

- PO8—Ensure Compliance with External Requirements
- PO10—Manage Projects
- PO11—Manage Quality
- AI1—Identify Automated Solutions
- AI2—Acquire and Maintain Application Software
- AI3—Acquire and Maintain Technology Infrastructure
- AI4—Develop and Maintain Procedures
- AI5—Install and Accredit Systems
2.2. Throughout the SDLC, measures shall be taken to protect information assets against unauthorized access, disclosure, modification or destruction, whether accidental or deliberate, as well as to assure the availability, integrity, utility, authenticity and confidentiality of information in accordance with Texas Administrative code (TAC) 202. Each phase in the cycle will conclude with a corresponding formal transition review:

- Software Concept Review
- Software Requirements Review
- Preliminary Design Review
- Critical Design Review
- Functional Configuration Audit
Test Readiness Review

Software Acceptance Review

The transition review will be conducted by the product provider (the organization delivering the software capability) to report and document the set of activities executed in each phase. The report documentation will become the basis for the product acquirer's (the organization obtaining the software capability) approval. The approval, in turn, becomes the authority for the product provider to proceed to the succeeding phase.

2.3. Throughout the SDLC, measures shall be taken to comply with accessibility standards for institutions of higher education as described in the Texas Administrative Code (TAC) 213. Life-Cycle phase transition will be authorized only when agreement between the product acquirer and product provider defines a corresponding baseline for continuance:

- Management Baseline
- Allocated Baseline
- Design Baseline
- Code Baseline
- Integrated Baseline
- Accepted Baseline

2.4. Selecting and adapting from the many SDLC frameworks in use is the responsibility of program/project management and shall be determined on a program/project basis. The baseline agreement will be documented by signature approval, by the product acquirer, of all required documentation for the Life-Cycle phase.

2.5. Customization and use of this Life cycle is the responsibility of program/project management and is to be determined on a program/project basis.

3. REVIEW AND RESPONSIBILITY

Responsible Party:  Associate Vice Chancellor for Administration and Finance Information Technology and Chief Information Officer

Review: Every two years, on or before September 1, 1995, beginning in 1995.
4. APPROVAL

Approved: Executive Vice Chancellor for Administration and Finance

Alexander Schilt
Chancellor

Date: November 17, 1994

5. INDEXING TERMS

Life Cycle
Computer software