1. PURPOSE

The purpose of this administrative memorandum is to document and establish a documentation policy for the recording of essential information needed throughout the software development life-cycle of a software system.

2. POLICY

2.1. Each component university is required to have in place a written set of standards that establish the guidelines to be followed in documenting all software product development or maintenance.

2.2. The documentation standard can be applied, tailored, and customized on a program/project basis to an appropriate minimum set of documentation adequately describing the complexity of the software products involved.

2.3. The documentation standard will state that measures shall be taken to protect Information Technology 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. The Chief Information Services Officer for each component is responsible for forwarding an approved copy of the component's current documentation standards to the University of Houston System – Office of Chief Information Services Officer once a year prior to August 31st.

2.4. All projects must comply with Texas Administrative Code 216(C) “Project Management Practices for Institutions of Higher Education.”

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, beginning in 1995.

4. APPROVAL

Approved:
   Executive Vice Chancellor for Administration and Finance
   Alexander Schilt
   Chancellor

Date: November 17, 1994

5. INDEXING TERMS
   Software documentation