

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Information Technology**

**NUMBER: 07.B.01**

**AREA: Software**

**SUBJECT: System Development Life-Cycle**

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**1. PURPOSE**

- 1.1. The purpose of this administrative memorandum is to establish a software development life-cycle 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 according to the following phases:
- Concept and Initiation
  - Requirements
  - Architectural Design
  - Detailed Design
  - Implementation
  - Integration & Test
  - Acceptance & Delivery
  - Sustaining Engineering & Operations

2.2. 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. 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. 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: Vice Chancellor for Administration and Finance

Review: Every two years before September 1, beginning in 1995

4. APPROVAL

Approved: Alexander Schilt  
Chancellor

Date: November 17, 1994

5. INDEXING TERMS

Life-Cycle  
Computer software