

## Supplement Header

# **Supplement One**

## **ODJFS OIS 1001 - Policy for Systems Development LifeCycle**

## I. PURPOSE

This policy is intended to serve as a guide for the implementation of a full structured Systems Development Life Cycle (SDLC) methodology for the Office of Management Information Services.

## II. SCOPE

This policy applies to all software application development/maintenance activities regardless of the technical platform (i.e., mainframe/mini/PC) or software tools used. The SDLC methodology is designed to provide a structure that will improve control over the product development process and lead to increased productivity, improved product quality and greater customer satisfaction. It should be emphasized that this policy is intended to serve as a guide with a phased approach to implementation and that it is the Bureau Chief's responsibility to use discretion and judgment in deciding when to apply it to a specific software development project.

This SDLC methodology will also provide the foundation upon which subsequent development of detailed standards and procedures will be based for the necessary SDLC deliverables, tasks and activities. This will also standardize the systems development/maintenance process by furnishing the structure needed for project management.

## III. REQUIREMENTS

### A. Prerequisites

1. Full MIS management and staff support and cooperation.
2. A commitment to quality and to the continuous improvement in the development and maintenance of all MIS software products and services.

**B. Expected Performance and/or Process**

1. The Systems development/maintenance effort is functionally subdivided into Systems Development Life Cycle phases. A standard structured management approach is then applied to the development/maintenance effort as it progresses through the Systems Development Life Cycle phases. Each development bureau is responsible for maintaining and documenting their methodology standards and processes used.
2. All MIS systems development/maintenance work activity (i.e., projects) will be initiated by an MIS Dimension Customer Service Request (CSR).
3. All projects/CSRs will be evaluated to determine validity and feasibility, project size and scope, resource requirements, deliverables, priority and associated risk.
4. The project size and scope will determine the project class as follows:

If a request or project is estimated to require more than a total of 480 person hours of effort, then one of the two SDLC's will be used.

If a request or project is estimated to require less than a total of 480 person hours of effort, then it is the Bureau Chief's responsibility to use discretion and judgment in deciding to follow either one of the two SDLCs.

If a request is the result of a critical problem with a production system, the request is categorized as an **EMERGENCY** project. The SDLC does not apply to production emergencies.

The SDLC processes consist of two major methodologies. These methodologies are:

1. Water Fall
2. Rational Unified Process (RUP)

Deliverables are produced through the use of the selected SDLC phases and tracked using the agency standard project management tool.

**IV. APPROVALS**

The signature of the ODJFS Chief Information Officer will be evidence that this policy has been approved and accepted in its entirety.

**V. REFERENCE LIST**

MIS: 1002 – Policy for MIS Software Testing  
Department of Administrative Services Community of Practice website:  
<http://pmcop.ohio.gov/>

Approved:  Author/Author Group or Project Lead	Approved:  MIS Senior Leadership Representative	Approved:  ODJFS Chief Information Officer
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**Revision History**

Rev	Author/ Bureau	Date	Remarks
0.00	D. Wolfe	09/30/94	New – Original Document
1.00	Development Team of D. Beckman, J. Suminski, P. Davis & J. Waugh	09/29/06	Substantive revisions – New PSP System
2.00	D. Beckman, J. Suminski, P. Davis & J. Waugh	5/2/2008	Update minimum project hours, remove specific product reference.

Revisions are changes made to existing MIS policies, standards or procedures. There are two types of revisions, substantive and non-substantive:

Substantive revisions deal with the essential elements or meaning of the policy, standard or procedure. Example, changes to the purpose, requirements or scope would be substantive revisions. In addition, substantive revision can be further defined as major (e.g. a complete re-write) or minor (e.g. changing several sentences or adding steps).

Non-substantive revisions deal with the non-essential elements of a policy, standard or procedure. These would be changes that do not affect the meaning of the original document. Example, grammar corrections, format changes, adding references, or fixing typographical errors, maintenance revision no changes would be non-substantive revisions.

The appropriate MIS staff (Policy Administrative area or Standard & Procedure Coordinator) will determine whether a requested revision is major substantive, minor substantive, or non-substantive, and enter the revision number appropriately.

Remarks - enter a general statement indicating the recent change to the MIS Policy.

Author/Bureau - enter the author=s name and bureau.

## **Supplement Two**

### **ODJFS OIS 1002 - Policy for Software Development Testing**

MIS POLICY FOR SOFTWARE TESTING			
EFFECTIVE DATE May 30, 2008	POLICY # MIS:1002	REV. 2.00	PAGE 1 OF 4

**I. PURPOSE**

This policy is established within the Office of Management Information Services (MIS) to ensure the successful testing of all MIS software products and to define testing as an integral part of the systems development and maintenance process.

**II. SCOPE**

This policy applies to all software developed within MIS (e.g., new software, maintenance or enhancements to existing software, etc.) and software developed by or acquired from an outside vendor or contract source. It defines the various software testing(e.g. unit, system, stress, regression, load, user acceptance, etc.) that occurs during the design, coding, implementation and maintenance phases of systems development. This policy provides the foundation upon which more detailed testing standards and procedures are to be based.

**III. REQUIREMENTS**

**A. Prerequisites**

1. Full support and cooperation of this policy by all ODJFS staff.
2. A commitment by all MIS staff to provide the highest quality MIS products and services that will meet or exceed the users/customers requirements and to strive for continual improvement.
3. Sufficient, qualified software testing personnel as determined by the project manager assigned during initial phases of a project.
4. Involvement of the person responsible for testing during the initial phases of a project in order to allow adequate time for preparation and adequate planning.
5. Adequate support for all testing activities to assist in the development and maintenance of test data bases, test scenarios, test scripts and test plans, documentation of testing reports, etc.

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6. Adequate technical support to perform functions such as configuration management, data base backup and maintenance, etc. Adequate physical environment (e.g., test lab, test regions, etc.) and appropriate software testing tools.
7. Completion of adequate analysis of all requirements and finalization of user requirements and systems requirements documents prior to the initiation of testing activities.

**B. Expected Performance and/or Process**

1. The goal of all MIS software testing is to locate and/or report defects or deficiencies as early as possible in the development process and thereby improve the software quality and reduce the risks inherent in computer systems. The software testing methodology must address risks and present a process that can detect and prevent defects and deficiencies in order to reduce those risks.
2. The software must meet the systems design specifications and requirements. Testing must incorporate a broad organizational approach to include integration with other systems, system chains, domino effect conditions, reliance on electronic documents, multiple users, etc.
3. Software testing should assist in predicting the performance of the software once it is placed into production.
4. The software testing process should be bureau specific processes governed by internal bureau rules and procedures for unit, system and users acceptance testing.
5. MIS has the responsibility of coordinating and supporting user acceptance testing although it is primarily a user/customer function and responsibility. After all systems development testing is completed, the software and associated documentation are forwarded to the appropriate user acceptance test team.
6. Testing progress and results must be formally reported to MIS senior management on a regular basis.(i.e. monthly KPI Meetings)

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**IV. APPROVALS**

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**V. REFERENCE LIST**

MIS: 1001 - Policy for MIS Systems Development Life Cycle Methodology  
Department of Administrative Services Community of Practice website:  
<http://pmcop.ohio.gov/>

Approved:  Author/Author Group or Project Lead	Approved:  MIS Senior Leadership Representative	Approved:  ODJFS Chief Information Officer
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MIS POLICY FOR SOFTWARE TESTING			
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**Revision History**

Rev	Author/ Bureau	Date	Remarks
0.00	Jane M. Nelson-George	07/01/95	New – Original Document
1.00	BPS/BSS Management Team	09/25/03	Maintenance Review – Substantive revision
2.00	Development team of J. Suminski, P. Davis, D. Beckman & J. Waugh	09/29/06	Substantive revisions – New PSP System

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# Supplement Trailer