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Policy Title: Systems Development Policy
Implementation Procedure:
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Office of Origin: (Policy Expert)

"Supersedes" Notification:

Purpose of Policy: Systems Development Policy refers to activities done in order to computerize procedures that are manually and repetitively done with constant reference to a database.

Detailed Policy Statement:

- **Systems Development** consists of the following stages:
  - **Conceptual Planning & Analysis Phase** - This is the stage wherein the requirements and needs of a particular office or end user are identified and assessed with the end in view in significantly enhancing a system. It also evaluates its feasibility, cost and risks.
  - **Planning & Requirement Definition** - This phase involves two parts. The first portion of this phase involves collecting, defining and validating functional, support and training requirements, while the second part is developing initial life cycle management plans, including project planning, project management, Configuration Management (CM), support, operations, and training management.
  - **Design Phase** - It is during this phase, wherein functional, support and training requirements are translated into preliminary or general and final or detailed designs. A preliminary (general) system design, which highlights the functional features of the system, is used as a high-level guide while the final (detailed) system design expands the design by specifying all the technical detail needed to develop the system. Furthermore, the database structure, programming tools, screen layout, data flow diagram and work breakdown structure are identified in this phase.
  - **Development & Testing Phase** - The systems are developed based on detailed design specifications. The system is validated through a sequence of unit, integration, performance, system, and acceptance testing. This is to ensure that the system functions as expected and in accordance with the User's requirements. Likewise, all system components, communications, applications, procedures, and associated documentation are properly developed, thoroughly tested, and seamlessly integrated. This phase requires strong user participation in order to conduct a thorough testing of all their requirements and to meet all business needs. Furthermore, this phase include coding, debugging and program testing.
  - **Implementation Phase** - The new system is installed in the user's computers and they are trained using the new system. The data is converted (if applicable) and the system is turned over to the user, wherein the business processes are evaluated. This phase includes efforts required to implement, resolve system problems identified during the implementation process, and plan for sustainment.
  - **Operations & Maintenance** - The emphasis during this phase is to ensure that the user's needs continue to be met and the system continues to perform in accordance to expectations. Likewise, routine hardware and software maintenance and upgrades are performed to ensure effective system operations. User training continues during this phase, as the need arises, to acquaint new users to the system or to introduce new features to current users. Lastly, additional user support is provided, as a continuing activity, to assist users in resolving problems and issues.
  - **Disposition** - Systems classified as obsolete are scheduled for shutdown. This is to ensure that the system (e.g., equipment, parts, software, data, procedures, and documentation) is packaged and disposed of in accordance with the college's existing polices especially with regard to confidentiality and in accordance with statutory requirements.

The ITC Office regularly coordinates with the department using the developed system.
  - All findings and observations generated in any phase of the system development should be presented to the end users and documented thereafter.
  - Confidential data and information encountered during data gathering must not be
- discussed with or divulged with unauthorized personnel unless with written permission from the user.
- All proposed changes that may affect user's operations and policies must have been presented and approved by the user before it is incorporated to the new computerized system.
- The end users must have approved the screen design and processing before the functional system design is started. Modifications that may affect the system design will be accommodated only after the system is tested and implemented.
- There should always be proper turnover and acceptance of the developed system before implementation to the concerned end users of departments.
- System personnel should always observe timetable schedules and deadlines.
- Program object codes, especially program source codes, are properties of Colegio de San Juan de Letran. Unauthorized copying or selling of such material is strictly prohibited unless with written permission from the Rector and President.
- All programmers are not allowed to work for other companies while under employment contract with the institution.
- All source program codes must be turned-over to the Colegio through the ITC Director after a systems development has been completed.
- The system documentation should be prepared and kept for future reference. Any deviation or changes from the normal processing of the developed systems should be approved by the ITC Director.

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Approved by: [Signature]
Mr. Mario Fernandez

Date of Approval: [Date]