

Augsburg College Information Technology Systems Development Life Cycle Policy

I. Overview/Purpose

Augsburg College is committed to supporting our mission through efficient information storage and retrieval, appropriate auditing procedures, professional personnel services, and a secure computing environment environment. The following procedure contributes to the fulfillment of this policy.

When automated systems are developed, modified, or eliminated at Augsburg College, we will use a standard Systems Development Life Cycle (SDLC) methodology, intended to result in a product that satisfies its purpose and is delivered on time at a reasonable cost to the college.

The SDLC procedures ensure that timely and accurate information concerning the progress of system development is available to stakeholders and others in the college community.

II. Scope

The SDLC methodology is applicable, in part or whole, when any system is being developed, modified, or deleted. It applies to automated systems and automated or non-automated processes.

While each department or division has its own project priority-setting mechanism, a project must have a high priority and be consistent with the goals of division and/or college strategic plans, or it will not be considered by the Department of Information Technology.

Non-Automated Systems

While the primary focus of this policy is the development of automated or computer-dependent systems, the SDLC methodology may be adapted to any project involving the design and implementation of a non-automated process. When multiple stakeholders have been identified as being impacted by the implementation of a non-automated process, it is strongly recommended that appropriate steps in the SDLC process be followed.

III. Definitions

Systems Development Life Cycle (SDLC) - SDLC refers to a methodology for developing systems. It provides a consistent framework of tasks and deliverables needed to develop systems. The SDLC methodology may be condensed to include only those activities appropriate for a particular project, whether the system is automated or manual, whether it is a new system, or an enhancement to existing systems. The SDLC methodology tracks a project from an idea developed by the user, through a feasibility study, systems analysis and design, programming, pilot testing, implementation, and post-implementation analysis. Documentation developed

during the project development is used in the future when the system is reassessed for its continuation, modification, or deletion.

System - An organized collection of independent tasks and processes that is designed to work together in order to accomplish specific objectives. The processes and tasks typically receive input(s) from and provide output(s) to other processes and tasks and even other systems. The tasks and processes may or may not be supported by automation.

IV. Responsibility

It is the responsibility of the Chief Information Officer, Director of Information Technology Systems, and Director of Information Technology Services to govern and execute the SDLC process.

The Chief Information Officer is the senior executive responsible for establishing institutional information policy, standards, and management control over all institutional information resources and technologies, including the preparation, publication, and modification of detailed operational guidelines for the SDLC process itself.

The Chief Information Officer advises the President's Cabinet of information technology impacts before administrative commitments are made.

VIII. Procedures

The SDLC process has four (4) phases:

Phase I – Definition

Phase II – Development or Acquisition

Phase III - Operations and Maintenance

Phase IV - Termination

These procedures are further detailed in the *Systems Development Lifecycle Guidelines*.