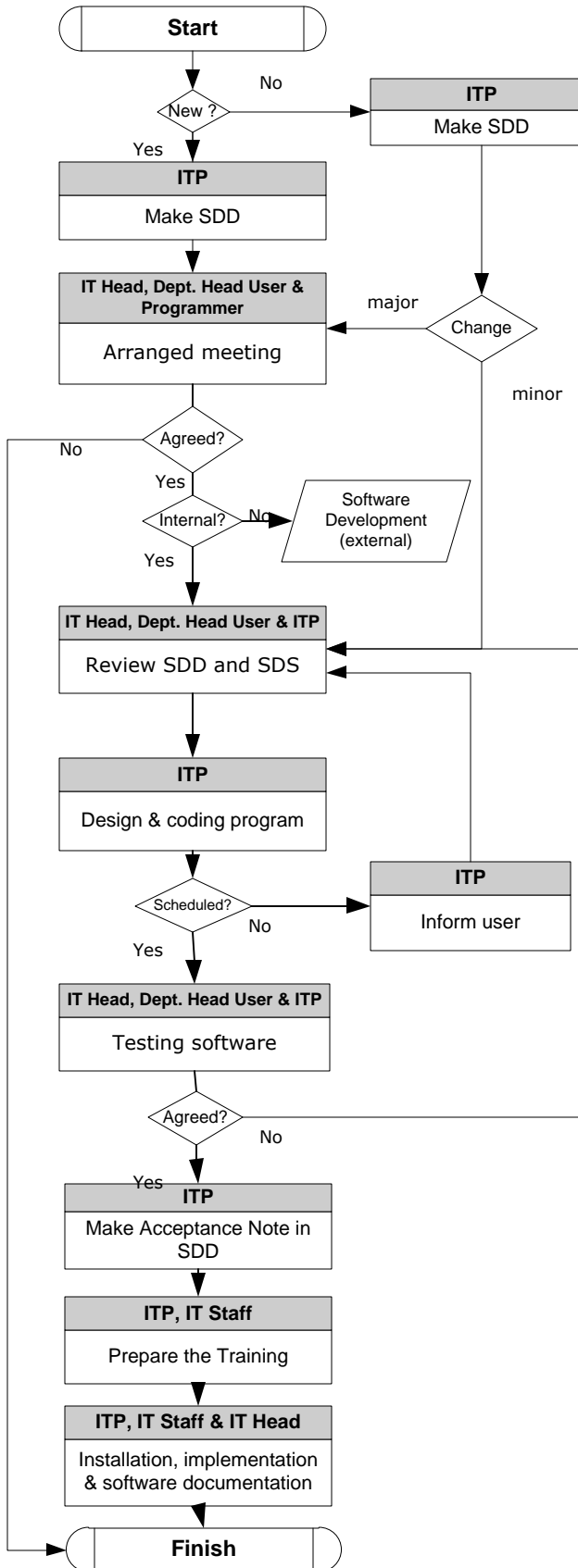


Prepared by : IT Department	<b>SOFTWARE DEVELOPMENT (INTERNAL &amp; EXTERNAL PROCEDURE)</b>	Date : 24 November 2020
Checked by : Mgmt Representative		Revision : 00
Approved by: Ketua	Doc. No.: sop-it/swdev/02/ikb/11/2020/00	Page : 01 of 01

## STANDARD OPERATING PROCEDURE



Document	Reference
Software Design Description (SDD)	IT Programmer (ITP) will make SDD. IT Head will schedule the meeting with Dept.Head. <b>Note: OM to sign only for Hardware.</b>
Software Design Description (SDD)	ITP during the meeting will enter details required by the respective Dept. and at the end of the meeting will have it authorized by IT Head & Dept. Head. ITP will keep documents with him for record purposes. The minutes of meeting for detailed requirements will be made by Dept.Staff and provide to IT head, ITP
WI-IT/SDE/020.7/00/10	<b>Refer WI: Software Development (External)</b> IT Head based on discussions will decide if software is to be developed internally or externally. In case of External, refer WI: Software Development (External)
Software Development Schedule (SDS)	Incase of Internal, ITP will make System program, Flow Chart and Schedule for the Project as stated in SDS and provide to IT Head. IT Head will arrange for a meeting with the respective department to discuss the same.
Software Design Description (SDD)	Review the requirement with Dept. Head and incase of any revisions, the details will be entered/attached in SWRDF and have to approve by IT Head & Dept. Head. It will be kept by ITP. ITP will design and do programming and conduct testing phase as per the Schedule
Email/Internal Communication	ITP will inform the IT Head the reason for the delay and with the revised scheduled IT Head will review and inform Dept. Head Accordingly.
Software Design Description (SDD)	In case there is any revision during the Testing phase, the ITP will review the application and make SWRDF or attach documents supporting the revision
Acceptance Note in SDD	On acceptance of software, ITP will make AF and get it authorized by IT Head, OM, GM. ITP will send a copy of stamped AF (Given to) to Dept.Head and keep the original to be filed.
'Train the Trainer Session'	Training will be amended after make AF
Software Design Description (SDD)	<b>Refer WI: Software Documentation</b> ITP will install, implement. IT Staff of the respective campus will prepare Software Documentation (within 3 weeks from date of implementation) which will be reviewed by IT Head and filed by ITP. Copy of software will be kept by Asst. IT Head in Software Design Description (SDD)