

Prepared By: IT Department	Software Development (External)	Date: 14 November 2020	
Checked By: MR		Revision: 01	
Approval By: Director		Doc. No.: wi-it/swdev(extl)/03/4ikb/11/2020/00	Page: 01 of 01
1. Purpose: To develop software externally (outsource)			
2. Scope IT Campus A, B, C, ED, PGP			
3. Procedural Steps			
No	Procedural steps and Description	PIC	Forms
1	If the software is to be developed externally, then IT Programmer (ITP) will make RF based on the details receive from Dept. Head.	ITP, Dept. Head, IT Head	RF, SWDF
2	ITP will look for vendors based on the request.	ITP, IT Head	Email, Helpdesk
3	ITP will meet with the vendors and respective Department to discuss the application that will be developed. If the application is suite to our needs, then we will ask for the proposal to be send to Management for approval.		
3	ITP will obtain quotations/proposal to be reviewed by IT Head which will be forwarded to the Management for approval.	ITP/IT Head	Quotations, RF, SWDF
4	ITP in coordination with IT Head will schedule the project (outsource) deadline. The vendor will develop the program. In case there are any changes the vendor will provide the revised details and on completion the ITP will test the project based on the requirements in revised details.	ITP	SWDF / SWRDF
5	On accepting software, ITP will receive “Berita Acara Serat Terima (BAST)”. make AF which is to be authorized by IT Head, OM and GM	ITP, IT Head, OM, GM	AF
6	A copy of approved and stamped AF (Given to) will be sent to Dept. Head	ITP	AF stamped & approved
7	ITP will keep software documentation with himself	ITP	Software Documentation
8	On receiving the Invoice from the Vendor, ITP will create order form and give the order form to Controller to process the payment. will keep a copy of Invoice and RF with himself while will	ITP, IT Head	Order Form Uang

	send Original Invoice and approval to Accounting Dept. for payment purposes		
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