

INSTITUTIONAL DIRECTIVE 2-5

November 27, 2006

Title: Computer Program Development

I. Purpose

This directive establishes the procedures and policies which will be followed in the handling of requests for the development of new computer programs for administrative users.

II. Policy

It is the policy of Piedmont Technical College to develop new computer programs and revise existing computer programs according to a system of establishing institutional priorities and procedures which expedite the completion of the programs and maximizes the effectiveness and utility of those programs as part of the institution's Information Services Department.

III. Rationale

Much of the data needed to support the administration and decision-making of the institution is collected, stored, reported and maintained by the administrative staff of the College through the College's central computer system. However, there is a need for creating new reports and modifying existing reports to provide better transactional and management data for various offices of the College. It is the aim of the College's Programming Services department to provide these programs in a manner which is timely and in a format which is useful.

IV. Procedures

- A. All requests for modifying existing programs or for creating new ones should be submitted to the Director of Student Financial Services. Each request must be reviewed and signed by the President/Vice President of the requesting division prior to being forwarded to the Director of Student Financial Services..
- B. Upon receiving a programming request, the Director of Student Financial Services will assign a preliminary priority to the request, investigate the need and feasibility of the work to be done and report his/her findings to the college's institutional officers. The institutional officers will meet as needed to review and approve such requests. Upon their approval, a priority will be assigned to the job. If the request is denied or modified by the institutional officers, the Director of Student Financial Services will notify the requesting office of the denial or modification in writing.
- C. If a request is approved, programming work will proceed in accordance with the priority assigned and resources available.

Office of Responsibility: Senior Vice President

- D. The program development team will use the following criteria for assigning priorities.
1. Requests for programming will be evaluated to determine their relative importance to the college's overall administrative systems. A request deemed by the program development team to be high in importance relative to the functioning of the College will receive a priority of "1".
 2. Requests to make format changes to an existing program will be assigned a priority of "2" or "3" depending upon justification.
 3. Requests for frequently used programs will receive a higher priority than requests for "ad hoc" programs.
 4. Any request for change/modification to a program completed in the past six months will ordinarily be denied unless the change/modification is mandated by some external agency or the request is sufficiently justified to the control group.
- F. Before programming begins, the Director of Student Financial Services, or his/her designated representative, will meet with the requester to determine the following:
1. The purpose to be served by the new program.
 2. The exact data elements to be used in the program for selection of records.
 3. The exact sort order of each report.
- G. When all criteria for the program have been agreed upon, a formal request will be sent to the requester summarizing the exact specifications for the program. The requester will endorse that Statement to indicate that the specifications are complete. Once the specifications have been accepted by the requester, programming will begin. After programming has commenced, any major change to the specifications that represent a significant increase in the scope of the project will be approved by the program development team before design modifications are implemented.
- H. Upon completion of the program, the requester will test the program(s) using simulated data. This is to ensure that the specifications agreed upon have been met prior to the program being placed in production.
- I. Once the program has been accepted, any subsequent requests for modification of the program will be treated as a request for modification of existing program and placed within the priority system.

<u>Original Signature on File</u>	<u>11/27/06</u>
Approved for Publication	Date