# Software Development Policy

To use this template, simply replace the text in dark grey with information customized to your organization. When complete, delete all introductory or example text and convert all remaining text to black prior to distribution.

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| --- | --- |
| **Policy Owner** | Name the person/group responsible for this policy’s management. |
| **Policy Approver(s)** | Name the person/group responsible for implementation approval of this policy. |
| **Related Policies** | Name other related enterprise policies both within or external to this manual. |
| **Related Procedures** | Name other related enterprise procedures both within or external to this manual. |
| **Storage Location** | Describe physical or digital location of copies of this policy. |
| **Effective Date** | List the date that this policy went into effect. |
| **Next Review Date** | List the date that this policy must undergo review and update. |

# Purpose

Describe the factors or circumstances that mandate the existence of the policy. Also state the policy’s basic objectives and what the policy is meant to achieve.

The purpose of this policy is to establish guidelines for software development at [Company Name]. This policy will better allow [Company Name] to standardize software development, resulting in better resource utilization, a more consistent outcome, and a higher quality software product delivered to end users.

# Scope

Define to whom and to what systems this policy applies. List the employees required to comply, or simply indicate “all” if all must comply. Also indicate any exclusions or exceptions i.e. those people, elements or situations that are not covered by this policy or where special consideration may be made.

All software developed by employees of [Company Name] using [Company Name’s] resources is the property of [Company Name]. This also includes all software developed using personal resources that was commissioned by [Company Name]. This policy covers software development for the following types of applications:

* Internal accounting management software
* Windows-based productivity suite add-ons for Word, Excel, etc.
* [Insert other applications types]

# Definitions

Define any key terms, acronyms or concepts that will be used in the policy. A standard glossary approach is sufficient.

# Governing Laws & Regulations

If applicable, list any laws or regulations that govern the policy or with which the policy must comply. Confirm with the legal department that the list is full and accurate. If there are no pertinent governing laws or regulations, delete this section.

# Policy Statements

Describe the rules that comprise the policy. This typically takes the form of a series of short prescriptive and proscriptive statements. Sub-dividing this section into sub-sections may be required depending on the length or complexity of the policy.

1. Administrative systems will be centrally developed to prevent duplication of effort.
2. Where possible, existing systems will be improved rather than source new solutions.
3. The following programming, scripting, and [insert other types of languages here e.g. visual] languages can be used for software development:

* [Insert language here. Include the language’s flavor, e.g. GNU C++ or Visual C++ instead of just C++]

1. The coding standard for the software development is as follows:

* [Insert the standard here or provide a link to the standard. If more than one policy, then provide them as separate documents.]

1. The following integrated development environments (IDEs) should be used for all software development projects. In situations where development is being done using personal resources, a compatible IDE must be used that does not negatively impact or hinder the development process in any way.

* [Insert name of IDE here]

1. Software reuse encompasses more than just source code. [Company Name] considers the following software artifacts as candidates for reuse:

* Project plans
* Cost estimates
* Architecture
* Requirements models and specifications
* Designs
* Source code
* User and technical documentation
* Human interfaces
* Data
* Test cases

1. [Company Name] adheres to the Reusable Asset Specification Policy accepted by the Object Management Group. This policy can be obtained at: <http://www.omg.org/spec/RAS/2.2/>
2. All software requirements and design should be done using the following modeling technique(s):

* [Identify the technique to use. If necessary, indicate if more than one technique can be used and then under what conditions e.g. OMT for legacy application maintenance, UML for new applications.]

1. All data design should be done using the following modeling technique(s):

* [Insert technique here]

1. The following software testing tools and techniques must be used:

* [Insert software testing technique and corresponding testing tool.]

1. The following application components must be portable between [insert initial development platform] and [insert list of platforms to port be ported to] platform(s):

* [Insert application components here e.g. language, modules, classes, etc.]

1. Software developed for [Company Name] should be licensed using the [insert type of license here]. A copy of the license is available for viewing at [insert license location].

# Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance.

Violations of this policy will be treated like other allegations of wrongdoing at [Company Name]. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable [Company Name] policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements.