

Document Control Policy — Campus Booking System

Policy Title

Document Control Policy for Campus Booking System — Phase 1

Purpose

Define controlled documentation supporting software quality attributes.

To ensure all documents impacting software quality are **controlled, traceable, current, and auditable**, supporting ISO/IEC 25010 quality characteristics such as:

- Functional suitability
- Reliability
- Maintainability
- Security
- Usability

Scope

Applies to all software lifecycle documentation.

This policy applies to all documents that influence:

- Software requirements
- Architecture and design
- Development and testing
- Metrics and quality evaluation
- Maintenance and operations

Policy Statement

All documents shall be controlled, versioned, reviewed, and auditable.

All controlled documents **shall be**:

- Approved prior to use
- Versioned and traceable
- Reviewed periodically
- Accessible to authorized personnel
- Retained according to defined retention rules

Document Types Under Control

- Policies
- Procedures
- Work Instructions
- Requirements specifications
- Design artifacts
- Test plans
- Metrics definitions
- Logs and records

Roles & Responsibilities

Role	Responsibility
Product Owner (Jason Myers)	Content accuracy and updates
Tech Lead (Saad Alzamzami)	Technical correctness
Requirements Lead (Umayya Hassan)	Requirements traceability & quality alignment
Scrum Master / Full Stack (Bassel Taleb)	Version control & release
Design Lead (Syeda Ahmed)	UI/UX consistency & prototype review

ISO/IEC 25010 Mapping

Maintainability, Reliability, Security, Usability.

ISO 9001 Mapping

Clause 7.5 – Documented Information.

ISO 27001 Mapping

Annex A – Information Security Documentation.