

Organisational guidelines for technology projects

The following organisational guidelines have been specified for technology projects developed by Gelos Enterprises (Gelos).

UI guidelines

All developed or adopted user-interfaces (UI) should be intuitive, provide efficient access for usage (including touch-screen devices), and meet expected requirements for accessibility. Menus and navigation should be appropriately presented using best practice guidelines and styles.

Accessibility

Gelos believes that accessibility is important and is committed to ensuring all applications developed are accessible.

Project management

Gelos uses Agile project management processes, which includes emphasis on interacting and collaborating with stakeholders (including developing prototypes for feedback), responding to change, maintaining a constant pace and delivering a final working product.

Business process modelling

Business process modelling should utilise UML 2.5.

Gap analysis template

The following table format should be used when performing a gap analysis:

Process AS-IS	Process TO-BE	Comments
1.		
2.		
3.		

Version control systems

All code developed or adopted should be stored and correctly versioned with a reputable cloud-based/hosted version control system provider.