

# Genus Development Policy

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## Purpose

Policy guidelines for managing developmental projects at Genus in line with our mission and values.

## Scope

This Policy applies to Design and Development function at Genus.

## Policy Elements

### Project Responsibilities

A project manager shall be designated to

- ✚ Plan, Monitor and Control the project.
- ✚ Identify and manage associated risks.
- ✚ Negotiate commitments with stakeholders.
- ✚ Assign responsibilities to qualified personnel and manage resources needed to perform the project's tasks.
- ✚ Regularly apprise the Line management and other relevant stakeholders with the project's progress.

### Developing and Managing Requirements

Each project team shall

- ✚ Collect, analyse, derive, document and baseline customer, project, product level (derived) requirements, needs, expectations, constraints, and interfaces
- ✚ Manage changes to requirements throughout the project life using a defined change management process.
- ✚ Refine, analyse and elaborate internal and external customer requirements.
- ✚ Validate requirements. Establish and maintain traceability among requirements, work products, services provided, and the plans implementing the requirements.



## **Project Planning, Monitoring and Controlling**

Project manager shall establish and maintain a comprehensive Project Plan covering

- ✚ Project Lifecycle
  - ✚ Estimates and actuals of Work products ,task attributes ,roles and responsibilities, required resources and committed schedule,
  - ✚ Measurement plan and data
  - ✚ A strategy and an environment for verification, validation and product integration.
- Project Plan shall be reviewed and approved.

Actual performance of each project shall be periodically reviewed and monitored against the approved Project Plan.

Project shall track the variance between the expected and the actual performance and identify issue, corrective actions and track them to closure.

## **Risk Management**

In order to meet quality objectives of a project, the project shall identify risks impacting each phase, make mitigation & contingency plans, and seek management attention for risks of internal and external nature impacting the project/product performance. Quantitative risk management for every project shall be practised.

## **Training**

In order to meets customer's expectation and project objectives, training for employees and project stakeholders is of utmost importance. Technical, Process, Soft skills training with appropriate Role Based focus would be provided.

## **Technical Solutions- Development, Design and Implementation**

Technical solutions shall be selected amongst multiple options, considering maximum value to customer, within the safety and regulatory, quality, delivery and cost constraints(SQDC). Compatibility among and between the product component interfaces (internal and external), shall be adequately demonstrated to show compliance. Verified product components shall be integrated and validated.



## **Peer Reviews and Expert Reviews**

Reviews shall

- ✚ Be conducted according to project plan.
- ✚ Identify and resolve defects/issues.
- ✚ Document results,
- ✚ Assign and track resulting actions to completion.

## **Process and Product Quality Assurance**

Process and Product Quality Assurance shall

- ✚ Objectively assure that the project adheres to its plans, performs required processes, and produces required work products in accordance with the project's requirements, standards and procedures.
- ✚ Verify Work products against their specifications according to the verification strategy.
- ✚ Validate the product to ensure that it is suitable for its intended use in the customer's environment.
- ✚ Required corrective actions against noncompliance issues resulting from objective evaluation of the project's work products, processes, and requirements, shall be communicated, tracked, escalated if necessary, and resolved.
- ✚ Ensure that defects are logged phase wise and learning from them is used for prevention in future projects.

## **Measurement and Analysis**

Measurements and Analysis shall be performed that is consistent with the business information needs and objectives of the project and the organization. These activities shall identify measures, collect data, analyze, and store it. Actual measurements obtained from projects and associated analysis results shall be used to identify, assign and track actions to completion. Relevant information shall be communicated to the stakeholders.

## **Configuration Management**

Each project shall

- ✚ establish and maintain baselines of identified work products
- ✚ establish and maintain interfaces between work products



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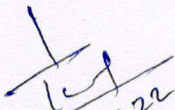
- ✦ establish and maintain externally-provided items such as tools, Jigs, Fixtures, raw material.
- ✦ track and control changes to these baselined items
- ✦ maintain the integrity of the base lined items
- ✦ Provide accurate Status and configuration data to stakeholders.

### **Project Related Decisions**

Critical decisions shall be taken using a formal and scientific decision making approach to arrive at solutions maximizing the value to the organization and its customers.

### **Organizational Processes**

The organization shall provision processes and systems facilitating the project performance in line with the organization's policy. These processes shall be regularly monitored for adequacy and improved as needed.

  
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