16.0 Procedure for IT software development systems

16.1 Procedure for In-house software development systems

Flow	Procedure	Res	Ref
Planning	Gather requirement from user interviews/documents/ user requests.	IT manager	
Designing	Document and analyze requirement	IT manager	
	01. Prepare proposal and feasibility study	IT manager	IT-SW-REC-02
	02. Get approval from Director and assign developer		
	03. Do the detail study and prepare SRS		SRS document
Development	Develop the system	Developer	
	01. Design and Coding System.	Developer	
	02. Testing and Do corrections	Developer	
	03. Training users.	Developer	
	04. Do the Trial Run.	Users	
	05. Fix bugs.	Developer	
Implementation	Implementation & maintenance	Developer	
	01. Do the trial run and evaluation	Users	IT-SW-REC-04
	02. Implementation	Developer	IT-SW-REC-03
	03. Maintain backups.	Appointed Person –IT	

16.2 Procedure for out-source software development systems

Flow	Procedure	Res	Ref
Planning	Search software companies using internet/contacts	IT manager	
Selection	Select the supplier	IT manager	IT-SW-WI-01
Mapping	Mapping the system	Assigned person and the supplier	IT-SW-WI-02
Implementation	Implementation & maintenance	Assigned person and the supplier	IT-SW-WI-03

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	