

IT - SOFTWARE DEVELOPMENT LIFE CYCLE PHASES

Initiation

Steps:

- 1: Obtain Request from Customer.
- 2: Validate Request Needs.
- 3: Assign Service/Work Request number.
- 4: Prioritize Customer Request.

Deliverables:
Service/Work Request

External Design

Steps:

- 1: Conduct Customer Interviews.
- 2: Conduct Investigation of Current Systems.
- 3: Design Physical Layout of Data.
- 4: Publish External Specifications.
- 5: Conduct IT Design Review Meeting(s).
- 6: Investigate and Resolve Issues.
- 7: Conduct Customer Design Acceptance Meeting
- 8: Investigate and Resolve Issues.
- 9: Obtain Approval.
- 10: Update Project Plan & Timeline

Deliverables:
External Design Specifications

Documentation

Steps:

- 1: Inform User Lead of User Responsibility Towards Documentation.
- 2: Create or Update First Draft of Support Guide, User Guide, Disaster Recovery Plan.
- 3: Review Support Guide, User Guide, & DRP with Project Team.
- 4: Create Final Draft of Support Guide, User Guide, DRP
- 5: Update Documentation during Warranty
- 6: Present Documentation to Support Team.

Deliverables:
Process/System Notebook
Project Notebook

Project Mgmt

Steps:

- 1: Define the Project.
- 2: Plan the Infrastructure.
- 3: Plan the Project.
- 4: Manage the Project.

Deliverables:
Project Plan
Project Timeline

Internal Design

Steps:

- 1: Assign Model Coordinator.
- 2: Drill-down the External Design.
- 3: Assign Module Owner.
- 4: Meet with External Design Team.
- 5: Perform Internal Design of Each Module
- 6:8: Conduct Design Walk-throughs.
- 7:9: Investigate and Resolve Issues.
- 10: Summarize Walk-throughs.
- 11: Update Project Plan & Timeline.

Deliverables:
Internal System Design Specifications
Internal Module Design Specifications

Training

Steps:

- 1: Develop Training Plan.
- 2: Schedule Training.
- 3: Develop Materials.
- 4: Conduct Training of Users & Support Team.
- 5: Review Evaluations.
- 6: Update User Guide.
- 7: Update Project Plan & Timeline for Next Phase(s)¹

Deliverables:
Training Material
Evaluation Form
Updated User Guide

Investigation

Steps:

- 1: Brainstorm/Project Ideas.
- 2: Define the Project.
- 3: Set Customer Expectations.
- 4: Gather Information.
- 5: Publish Investigation Report.
- 6: Conduct Investigation Review.
- 7: Investigate and Resolve Issues.
- 8: Obtain Approval.
- 9: Update Project Plan & Timeline.

Deliverables:
Investigation Report
Project Definition
Project Lead
Responsibilities Matrix

Construction

Steps:

- 1: Prepare Environment.
- 2: Create/Update Database&Files.
- 3: Generate Code.
- 4: Perform Code Walk-through.
- 5: Update Code.
- 6: Perform Unit Test (Testing Phase).
- 7: Update External & Internal Specs.
- 8: Hand-off Application to Additional Test Phase Team(s).
- 9: Update Project Plan & Timeline.

Deliverables:
Database/Data files
Code
Update Specifications

Implementation

Steps:

- 1: Write the Implementation Plan.
- 2: Write Contingency Plan.
- 3: Test the Implementation Plan.
- 4: Schedule Implementation.
- 5: Conduct Implementation Review Meeting.
- 6: Update Implementation Specifications.
- 7: Communicate Implementation.
- 8: Obtain Necessary Sign-offs.
- 9: Perform Implementation.
- 10: Update Project Plan & Timeline.

Deliverables:
Implementation Plan
Contingency Plan

Analysis

Steps:

- 1: Perform Data Analysis.
- 2: Perform Activity Analysis.
- 3: Perform Interactive Analysis.
- 4: Publish Analysis Documentation
- 5:7: Conduct Model Review Meetings.
- 6:8: Investigate & Resolve Issues.
- 9: Obtain Customer Approval.
- 10: Select a Package.
- 11: Update Project Plan & Timeline.

Deliverables:
Data, Activity, & Interaction Models
Analysis Issues List

Testing

Steps:

- 1: Write Test Approach.
- 2: Write Detailed Test Plan.
- 3: Conduct Test Specifications Review Meeting.
- 4: Update Test Specifications.
- 5: Execute Test & Log Results.
- 6: Write Test Summary Report.
- 7: Retest STEPS 2 - 6 until Expected Results are Achieved.
- 8: Update Project Plan & Timeline.

Deliverables:
Test Approach, Plan,
Summary Report
Supporting Test Docs.

Warranty

Steps:

- 1: Meet with Support Team.
- 2: Perform Warranty Phase Tasks.
- 3: Conduct Hand-off Meeting.
- 4: Close Project.

Deliverables:
Warranty Issues List
Update Support Guide