Introduction

This Standard Operating Procedure (SOP) outlines the processes and procedures that the software development team must follow to ensure the successful delivery of high-quality software products. The development team will use Discord for communication and Google Suite for software development purposes.

Goals and Objectives

Our goal is to foster a company culture of quality development work culture and best practices. This SOP aims to provide a clear and consistent approach to software development that is aligned with our company's goals and objectives.

Communication

The development team will use Discord for all internal communication related to software development. Channels have been established for specific purposes, such as the Daily To-do's channel, weekly-deliverables channel, and git-push channel. All team members should have access to these channels and use them as appropriate.

Software Development Process

Our software development process includes the following steps:

4.1. Planning

Before starting any development work, a planning phase should take place. This involves defining the scope of the project, setting goals, and identifying the resources required. The planning phase also includes creating a project schedule and identifying milestones.

4.2. Design

Once the planning phase is complete, the design phase begins. During this phase, the team will design the software solution, including the system architecture, user interface, and any supporting documentation.

4.3. Development

After the design phase, the development phase begins. During this phase, the team will write code, test the software, and make any necessary modifications.

4.4. Testing

Once the development phase is complete, the testing phase begins. During this phase, the team will test the software to ensure that it meets the requirements and is free of bugs.

4.5. Deployment

After testing is complete, the software is deployed to production. This includes any necessary documentation and training for end-users.

Policies and Guidelines

The following policies and guidelines must be followed by the development team:

5.1. Code Quality

All code must be written according to best practices and guidelines established by the development team. Code reviews should be conducted regularly to ensure that code is of high quality.

5.2. Documentation

All software must be documented appropriately, including code comments, user manuals, and technical specifications.

5.3. Security

All software must be developed with security in mind. Best practices for security, such as encryption and authentication, must be followed.

5.4. Collaboration

Team members should collaborate effectively to ensure that projects are completed on time and to the required standard.

Change Management

Any changes to the software development process, policies, or guidelines must be approved by the appropriate stakeholders before implementation. Change management should be documented and communicated to all team members.