

Project Documentation Policy

Objective

The objective of this policy is to maintain thorough documentation and to provide a permanent description of the project being undertaken along with the identified problems solutions methodology.

Prerequisite

This procedure should be read in conjunction with:

- Information Security Policies, including:
- Communications Security
- Asset Management

Responsibilities

- Group Head Digital, Technology and Strategic Planning
- Team Leads / Sectional IT Managers
- Business Department Head

Project Definition Policy

- Each hardware and software project outsourced to a vendor as per Supplier Management Policy must have achievable objectives backed by a system design documented in Project Scoping and Plan document which must be discussed and approved by the Group Head and Business unit Heads.
- The Project Leads / Sectional IT Managers shall include the Feasibility Study of the project which shall cover technical, operational and monetary aspects.
- The Feasibility Study shall clearly define the alternatives for the new system, if available.
- In each evaluation it shall be described that how the alternative meets or does not meet the feasibility criteria.
- A Project schedule must be prepared within which work must be performed in measurable milestone units so progress can be reported.
- The personnel assigned to the project shall also have their time and commitments defined.

Project Manager

- A Project Manager will be appointed to manage the entire project. He will be accountable to the IT Steering Committee / Information Technology for any overspending, delays in schedules or the project not meeting the user expectations.

Project Team

- Depending on the size and urgency of the project, different project teams will be formed to work full time under the Team Leads or Project Manager nominated by the Head of IT