

<b>Title:</b> SDLC Policies and Procedures	<b>Document ID:</b> ITGC.PD.02	<b>Effective Date:</b> 9/1/2021
	<b>Reviewed By:</b> Sasa Marjanovic	<b>Date Last Reviewed:</b>
	<b>Revision No.:</b> 1.0	<b>Revision Date:</b> 01.12.2022.

<b>Policy Statement:</b>	Superior Essex Global IT governs the adherence to the SDLC procedures described below for software changes. Procedures, and adherence to the procedures, will be reviewed annually by the Superior Essex Global IT Leadership team, beginning one year from effective date.
<b>Procedure:</b>	<p><u>Request Procedure</u></p> <ol style="list-style-type: none"> <li>1. Request is received.</li> <li>2. Determine extent of request.             <ol style="list-style-type: none"> <li>a. BSA Manager / BI Manager / Infrastructure Manager determines request scope.                     <ol style="list-style-type: none"> <li>i. If request requires a project, follow the Project SDLC workflow</li> <li>ii. If request does not require a project, follow the Non-Project SDLC workflow</li> </ol> </li> </ol> </li> <li>3. Project request             <ol style="list-style-type: none"> <li>a. Can be new software development or can be a change request to existing software.</li> <li>b. Size and scope of the request will be assessed by the BSA, using the Impact Analysis.</li> <li>c. Size and scope will determine the project initiation phase requirements and may include:                     <ol style="list-style-type: none"> <li>i. Solution search</li> <li>ii. Business Requirements Document (BRD) sign-off</li> <li>iii. Appropriations Request (AR) approval</li> <li>iv. Acquisition of equipment/licensing/consulting services</li> </ol> </li> <li>d. Approval flow will follow the Project SDLC workflow</li> </ol> </li> <li>4. Non-Project request             <ol style="list-style-type: none"> <li>a. Can be changes to existing software where there is an urgent need for the change or can be updates to batch processes.</li> <li>b. Approval flow will follow the Non-Project SDLC workflow</li> </ol> </li> <li>5. Request must be documented with the following, regardless of the workflow followed:             <ol style="list-style-type: none"> <li>a. Original request</li> <li>b. Evidence of what was changed</li> <li>c. Evidence of test/review</li> <li>d. Evidence of management and/or end user approval</li> <li>e. Evidence of deployment</li> </ol> </li> </ol>

## Superior Essex Global IT: Policies and Procedures



Procedure:	<p>Annual Review Procedure</p> <ol style="list-style-type: none"><li>1. SDLC Policies and Procedures document will be reviewed annually by IT Leadership annually to ensure accuracy.</li><li>2. Adherence to the SDLC Policies and Procedures will be reviewed annually by IT leadership to ensure compliance.<ol style="list-style-type: none"><li>a. Requests deployed in the last 12 months will be reviewed to ensure compliance with the Request Procedures.</li><li>b. Requests will be selected at random for review based on the following criteria.<ol style="list-style-type: none"><li>i. Requests will be selected from all global business units.</li><li>ii. The number of requests selected will be 5% of deployments for the last 12 months.</li><li>iii. Requests will be selected from both Project and Non-Project categories.</li></ol></li><li>c. The percentage of requests reviewed, and the compliance score, will be documented.</li><li>d. Additional training of all impacted personnel will be conducted if compliance is less than 90%.</li></ol></li></ol>
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**Revision History**

Revision No.	Date Revised	Revised by	Description of revision
0.0	7/21/2021	Adrienne Maurer	Original procedure
1.0	12/01/2022	Sasa Marjanovic	Revision