



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy #: IT Policy 1.4.20

Policy Statement:

Policies describe the process for the development of in-house computerized applications at the Texas Tech Health Sciences Center.

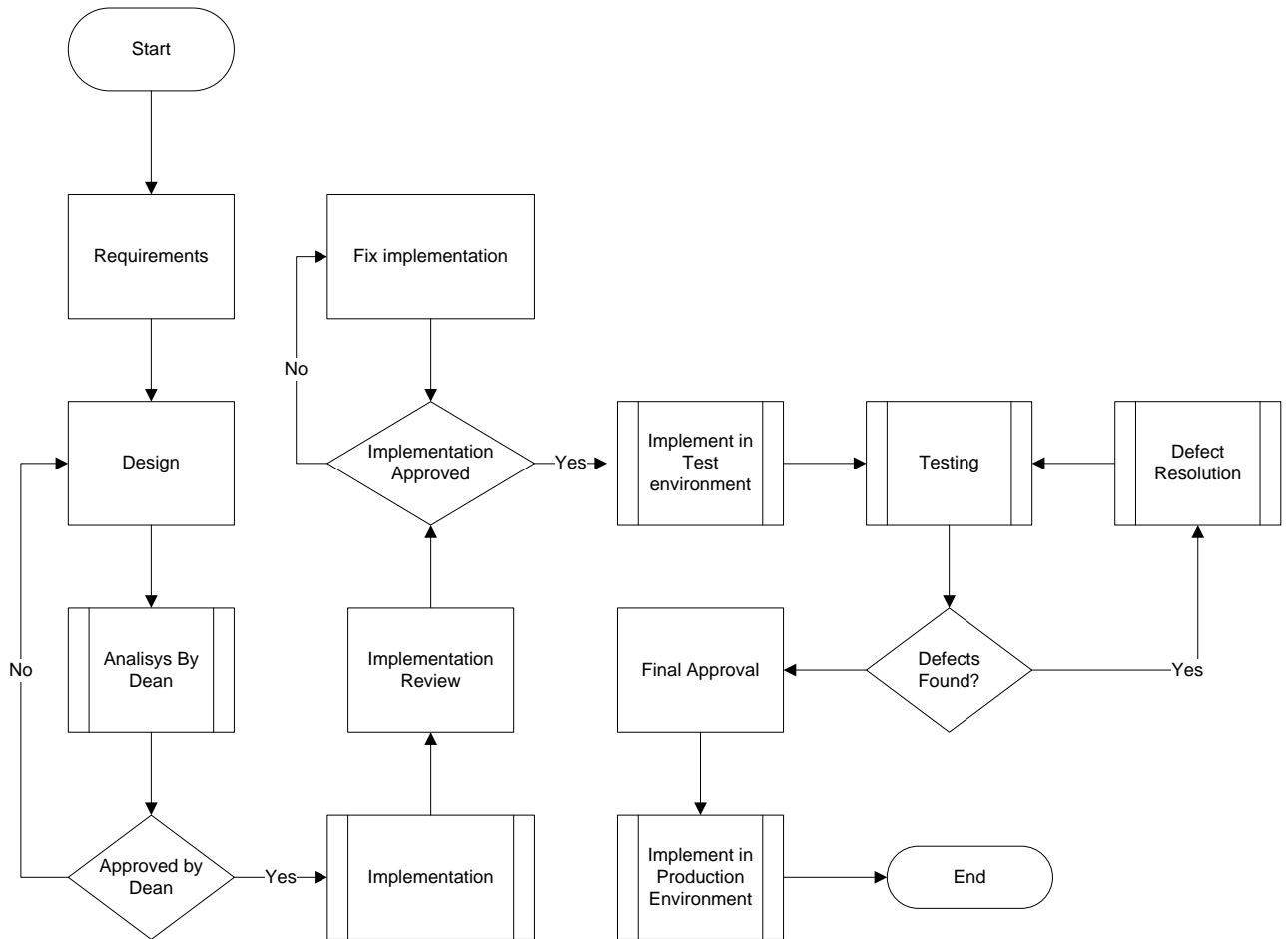
Scope:

Applies to the department of IT Information Systems

Procedure:

1. Application Requirements Specification. – Is the complete description of the behavior of the new application or change request to be developed.
2. Application Design. – Is the process of planning and problem solving for the application.
3. Associate Dean Approval. – Application Design needs to be approved by the Associate Dean to verify that the Application Requirements have been properly reflected in the design in order to continue with the implementation. Changes requested are prioritized by date needed and importance, final approval by Associate Dean (Academic, Clinical, and Research).
4. Implementation. – Is the realization (Coding) of an application based on design, plan, model, etc. During the implementation weekly meetings are scheduled to review finished changes requested. A summary of all changes requested are presented including completion date.
5. Implementation Review. – After implementation is finished, the product is been reviewed by senior developers in order to validate the implementation.
6. Test Environment Implementation. – Now that the implementation in development is approved, changes for testing are moved to a test environment to be tested by the end users or database owners for final approval.
7. Production Environment Implementation. – The application is implemented in production environment and ready for execution.

Procedure Diagram:



Approval Authority:

This policy shall be approved by the Director of the Department of Information Systems.

Responsibility and Revisions:

Information System Director will review and initiate necessary revisions on this policy every year.