

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY
DRAFT PROCEDURE FOR UNIVERSITY IN-HOUSE SOFTWARE/SYSTEM DEVELOPMENT

Introduction

This document outlines the procedures and guidelines to be followed during the in-house development of software applications and systems which may require central support and/or installation on the university's networks or which may perform a core administrative or academic function.

Procedures and Guidelines

1. The user department writes to the Computing Services Unit expressing their intention to acquire software with brief requirements specifications.
2. The Computing Services Unit writes to the Software Incubation Unit
3. The Software Incubation and Innovations Unit in consultation with the User department and the Computing Services Unit develop and document the following;
 - a. Functional requirements
 - b. Technical requirements
 - c. Design specification
 - d. System proto-type
 - e. Project timelines
 - f. Project budget
4. The Software Incubation and Innovations Unit submits the above to the Computing Services Unit
5. The Computing Services Unit writes and presents this documentation to the university ICT Committee for approval
6. If approved, The Chairperson ICT Committee writes to the Software Incubation and Innovations Unit to go ahead with the development or else, the documentation is referred with the necessary recommendations.
7. The user department in consultation with the Computing Services Unit and Software Incubation and Innovations Unit appoint a project manager along with a project steering committee comprising the relevant stakeholders.
8. The Project is initiated and implemented by the Software Incubation and Innovations Unit as per the approved project timelines
9. Regular review meetings are held to track the progress of the project
10. Before completion, the Software Incubation and Innovations unit should prepare the following documentation;
 - a. Description of the system
 - b. Operation manual
 - c. Training manual
11. On completion, the software should be thoroughly tested before it is commissioned and handed over to the user department.
12. The Software Incubation and Innovations Unit shall take the user department through training for system use.

13. The Software shall be handed over to the Computing Services Unit as a custodian of university ICT infrastructure. The Computing Services Unit shall administer the system in line with the university ICT Policy and ensure that usage is restricted to the user department.
14. After, handover the project manager shall write a final report that shall be presented to the ICT Committee through the Computing Services Unit