

EMAKHAZENI LOCAL MUNICIPALITY



SYSTEM DEVELOPMENT LIFE CYCLE POLICY

Approval

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DOCUMENT CONTROL

0.1 Revision Record

Revision	Date	Change Record	Changed By
1 st	April 2009	New ICT Policy – submitted to Council	N Carroll ICT
2 nd	March 2013	Reviewed and updated	N Carroll ICT
3 rd	August 2013	Re formatted layout	N Carroll ICT

0.2 Issue Control

This policy is issued by the Corporate Services Department on behalf of Emakhazeni Local Municipality, to whom any change requests or queries should be directed. The review life for this document is 12 months.

0.3 Distribution

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Table of Contents

SYSTEM DEVELOPMENT LIFE CYCLE	2
DOCUMENT CONTROL	3
0.1 Revision Record	3
0.2 Issue Control.....	3
0.3 Distribution.....	3
SYSTEM DEVELOPMENT LIFE CYCLE	5
PURPOSE OF THE POLICY	5
1. CONSIDERATIONS OF CUSTOM DEVELOPED APPLICATION SOFTWARE AND UPGRADES OF EXISTING APPLICATION SOFTWARE.....	5
1.1. WHEN CUSTOM APPLICATION SOFTWARE IS CONSIDERED.....	5
1.2. THE MANAGEMENT OF THE MUNICIPALITY SHOULD ENSURE THAT ALL PARTS	5
1.3. A PROJECT PLAN WITH COST AND TIME FRAMES MUST BE COMPILED	5
1.4. THE MUNICIPALITY SHOULD ALSO ENSURE THAT THE DEVELOPMENT	5
1.5. THE SOFTWARE THAT IS CHOSEN SHOULD ADHERE TO ALL THE SECURITY AND SAFETY	5

SYSTEM DEVELOPMENT LIFE CYCLE

PURPOSE OF THE POLICY

To ensure that when an application is acquired, redeveloped or upgraded that it is economically viable and that all relevant challenges and needs are taken into account and that data integrity can be guaranteed. The whole process will not be discussed here in detail but a general overview of such a project will be given.

1. CONSIDERATIONS OF CUSTOM DEVELOPED APPLICATION SOFTWARE AND UPGRADES OF EXISTING APPLICATION SOFTWARE

- 1.1. When custom application software is considered for the municipality care should be taken that it is economically the best option available due to the nature and timeframe of the development of custom applications. It should also be considered that the nature of such expenditure is not always viable for such a small environment but would be best suited for larger environments and organizations with larger operations. The IT Committee should investigate other alternatives in such a case and see where off-the-shelf software cannot be adapted or configured by using macros to perform the same task(s) as are needed from the custom application. If such an application does exist, it would be better to reconfigure or use macros than to redevelop such an application.
- 1.2. The management of the municipality should ensure that all parts of the System Development Life Cycle (SDLC) are properly executed and that all steps are properly documented. All documentation should in the end be handed to the municipality to train personnel where needed and for later upgrades to be performed on the system.
- 1.3. A project plan with cost and time frames must be compiled and submitted to the IT Committee and Executive Committees for such a project, if it is decided upon. It is advisable that all member local municipalities tackle such a project collectively and not individually to save costs and ensure that the product is well utilized.
- 1.4. The municipality should also ensure that the development of an application includes the application itself and not just a user fee or license to use the program for a period of time. This is common practice with certain system development companies that withdraw in the end leaving the organization without an application and a bigger problem than before.
- 1.5. The software that is chosen should adhere to all the security and safety precautions implemented on the network to safeguard against disaster or data corruption. If it cannot the system should be changed or relevant security procedures should be put in place. If this is done at too high a cost then the system may not be worth having, especially if it nullifies all security on the network.