THE CALIFORNIA MARITIME ACADEMY

POLICY NO. 208.11

ISSUE DATE: March 13, 1997 **REVISION DATE:** February 1, 2000	**POLICY:** Application Software Development
REFERENCE:	
APPROVED: /s/ Jerry A. Aspland	

I.   Policy Statement

It is the policy of the California Maritime Academy (the Academy) that all application software used on campus be purchased from a commercial vendor specializing in the application of developed through the use of campus standard personal productivity tools.

Additionally, there should be an attempt to minimize the amount of actual program coding (e.g. visual basic, C, etc) performed in the developed through the personal productivity tools.

II.   Principles

Any development of new applications or maintenance to current applications must be properly authorized and tested prior to implementation. User management is ultimately responsible for the initiation of changes. The *application owner* is responsible for ensuring that all modifications meet overall goals and objectives.

Due to limited resources, the IS department will not have a fully staffed application development section. While capable of supply expertise in certain application development areas, IS does not have the resources to perform the development, testing procedures, and documentation necessary for sound systems development.

III.   Deployment

Before any new application software is developed, management of the requesting department must clearly specify and document requirements and specifications. All application software change requests require authorization of IS departments and the application owner.

The IS department is responsible for assisting in the determination of the selection of application software package. This assistance will mainly be in the form of describing

the technical architecture and working with vendors to determine if the technical architecture is compatible with the application software.

V.   Monitoring

Users of application software should document any problems with the application and report the problems to the IS department. There should be a routine review of changes made to the production libraries.

VI.   Documentation Requirements

All application software should have complete and updated documentation. All application installation/change requests, test results and approvals should be documented. The IS department is accountable for retention of application change request forms and retention of technical support agreements between the Academy and software/application vendors.

VII.   Definitions

Application Owner: A designated person who is responsible for the development and maintenance of the application.

Technical Architecture: A description of the technical environment applications will be operating in. This includes a description of the operating system, network architecture, and compliance with application software