**System Development Life Cycle (SDLC) UPPS No. 04.02.03**

**Methodology and Project Management Issue No. 7**

**Practices Effective Date: 08/17/2021  
Next Review Date: 07/01/2025 (E4Y)**

**Sr. Reviewer: Associate Vice President for Technology Resources**

**POLICY STATEMENT**

*Texas State University will ensure the quality of all technology projects.*

**01. BACKGROUND INFORMATION**

01.01 Enterprise systems developed, modified, implemented, or eliminated at Texas State University will use a System Development Life Cycle (SDLC) methodology intended to result in a product that satisfies its purpose; and will use project management practices to ensure that projects meet the needs of the university, solve business requirements, and are delivered on time.

01.02 SDLC processes are used to ensure the quality of technology projects. Project management practices will be followed that use consistent components and procedures to ensure that timely and accurate information about Information Technology projects is available to project stakeholders and the greater university community.

01.03 The purpose of this policy is two-fold: to specify the responsibilities of the Enterprise Systems Coordinating Council (ESCC), as outlined by the SDLC process; and to outline the operating procedures of the Information Technology Division in the utilization of standard project management practices.

**02. DEFINITIONS**

02.01 System Development Life Cycle (SDLC) – refers to various methodologies for systems development. SDLC provides a consistent framework of processes and deliverables needed in systems development. The SDLC methodology will be used in conjun1ction with the project management practices project classifications for determining activities and deliverables.

02.02 Project Management Practices – refers to the methodology for managing Information Technology projects. It provides a consistent framework of processes from the inception of a project idea, through the planning, execution, and closeout of projects. The methodology includes a definition of the varying classifications of projects, and the required components of the methodology for each project classification as required by the Texas Department of Information Resources’ Project Management Practices ([Texas Administrative Code Chapter §216](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=216)).

02.03 System – an interconnected set of information resources that share a

common functionality. An information system normally includes, but is not limited to, hardware, software, network infrastructure, information, applications, communications, and people.

**03. GOVERNANCE**

The SDLC process is governed by the ESCC, chaired by the vice president for Information Technology (VPIT), or designee.

The application of project management practices is governed by the Office of the VPIT and the Information Technology Council (ITC), chaired by the VPIT.

03.01 The VPIT is the senior executive responsible for establishing institutional information policy, standards, and management control over all institutional information resources and technologies, including the preparation, publication, and modification of detailed operational guidelines for both the SDLC and the project management practices.

The VPIT advises the President’s Cabinet of information technology impacts before administrative commitments are made. The VPIT, or designee, will be an ex-officio member of any information technology advisory council across campus.

03.02 Other members of the ESCC include the chairs of the divisional priority committees, or designees. ESCC members make judgments regarding the relative priority of competing projects from a university perspective and commit or recommend to the President’s Cabinet the commitment of necessary divisional fiscal and human resources. In addition, the appropriate Information Technology staff and the chair of the Academic Computing Committee may serve as ex-officio members of the ESCC.

**04. GOVERNANCE RESPONSIBILITIES**

04.01 The responsibilities of the ESCC are outlined as follows:

a. tracking projects and reviewing alternatives, resourcing, and priorities. Monitoring prioritized projects based on:

1) the quantitative and qualitative assessment described in the

[ESCC Project Prioritization Methodology;](https://gato-docs.its.txstate.edu/jcr:deb78be6-ab24-423c-ab91-6346ff98a742/ESCC%20Project%20Prioritization%20Methodology-04-02-03.docx)

2) where two or more divisions are directly involved in the project or

impacted by the project; or

3) ESCC members designating that oversight is warranted on a

particular project.

b. sharing divisional project status with members of the council;

c. resolving priority concerns regarding cross-divisional projects as outlined in Section 03.04 of [UPPS No. 04.02.01](http://www.txstate.edu/effective/upps/upps-04-02-01.html), Obtaining Technology Resources’ Systems and Services;

d. reviewing or recommending ongoing education and training opportunities for SDLC;

e. reviewing or recommending modifications to SDLC policy and procedure; and

f. ensuring regular meetings of divisional priority committees and coordination with ESCC activities.

04.02 The responsibilities of the ITC are outlined as follows:

a. ensuring project management practices are documented, repeatable, and include a single reference source (see [Information Technology Project Management Practices website](https://itac.txstate.edu/support/project-management/practices-processes));

b. identifying the components and general use procedures of the Project Management Practices; and

c. reviewing project management practices for continuous improvement, and to assess and measure the impact on the university’s ability to achieve its core mission.

**05. SCOPE**

05.01 Scope of the SDLC methodology – applicable, in part or whole, when any system is being developed, modified, implemented, or deleted. It applies to automated systems, and automated or non-automated processes.

05.02 Scope of Project Management Practices – applicable on all Information Technology projects. All projects must be identified as in support of the Information Technology objectives, which are in support of the university’s objectives.

**06. DESCRIPTION OF PROCESS**

06.01 The SDLC process flow is portrayed in the [SDLC High Level Flow](https://gato-docs.its.txstate.edu/jcr:0dba0ced-6a83-4478-8675-a6da24f75772/SDLC%20High%20Level%20Flow-04-02-03.docx).

06.02 The project management practices flow is outlined in the [Information Technology Project Management Practices website](https://itac.txstate.edu/support/project-management/practices-processes).

**07. APPEALS**

07.01 When priority concerns arise, the concerns may be elevated from the divisional priority committee to the ESCC in the form of an appeal. Other parties may also appeal to the ESCC. Appeals will be addressed in a timely fashion so that the timeframe for project completion is not adversely affected.

**08. REVIEWERS OF THIS UPPS**

08.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for July 1 E4Y

Technology Resources and

Enterprise Systems Coordinating

Council Chair

Business Analysis and Solutions July 1 E4Y

Director, Technology Resources

**09. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Technology Resources and Enterprise Systems Coordinating Council Chair; senior reviewer of this UPPS

Vice President for Information Technology

President