

Paradise Valley Community College

Application Development Procedures

All application development requests are processed and the application developed in the order in which they were received, unless there is a directive from the President's Leadership Team to escalate production. If priorities need to shift, the proposed applications that benefit the college as a whole will be considered first, department or departments second, and only an individual last.

Below is the flow of procedures for development:

- A. Client provides web application specifications, including reports required, to Director College Technology (DCT).
 - a. DCT reviews requirements and outline contingencies for approval
 - i. DCT meet with Instructional Programmer (IP), for design, and Application Developer (AD) to review requirements and outline a time frame to include first beta release
 - b. Meet with client to provide reasonableness of request and potential time frame for development and completion
 - c. A full outline of specifications and reports is provided to the client based on the Request for Application Development (RAD) form submitted
 - d. Client signs off on written specifications
- B. The development team meets to storyboard web application and develop coding/database integration methodology which includes scheduling a weekly or bi-weekly meeting to discuss progress and/or stumbling blocks
 - a. IP provides web application design (look/feel/navigation) and functionality that requires web-based tools such as Flash/multi-media
 - b. AD provides database design, coding to capture or display information stored in the database and specialized reporting
 - c. Enterprise Systems Administration (ESA) provides environment and integration into network, server farm and backup system.
- C. First beta release is tested by client, developers and others in information technology as deemed appropriate
 - a. Application functionality testing
 - b. Navigation testing
 - c. Report generation and data validation
 - d. Bugs/fixes are documented and corrected
- D. Beta is released to client for testing and input

- a. Functionality corrections or enhancements (enhancements based solely on initial written specifications or small cosmetic changes)
 - b. Report generation and data validation
- E. Application revised based on client written input and request (An Application Change Form will be used to document the revisions.)
- F. Preproduction version released to client for testing and input
 - a. Minor changes made based on client's submitted change forms
 - b. Client signs off for production release
- G. Production version released
 - a. Any minor changes, after the application is in production, must be submitted through change management software Mantis when small bug or slight cosmetic change is required rather than desired
- H. Post production functionality enhancements (if needed)
 - a. Major enhancements require a new specification document from the client
 - b. There will be a meeting scheduled with the client and development team to discuss the components for Phase II
 - c. Client signs off on enhancement specifications
 - d. Changes must be submitted through change management software Mantis if small bug or slight enhancement