

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	October 2004
Section 5.8	Information Security	Revised:	
Policy 5.8.25	Systems Development Security Policy	Responsibility:	Vice President and Chief Information Officer

SYSTEMS DEVELOPMENT SECURITY POLICY

Overview

This document addresses Systems Development Life Cycle (SDLC) processes at the Health Science Center. A structured process for software development is needed to ensure new systems are developed to meet management's operational goals in a secure and efficient manner.

Policy

1. To ensure reliable and stable systems, all departments developing software applications are required to establish best practice SDLC procedures and require compliance from individuals who develop new systems.
2. All systems development requires prior approval by the appropriate dean, director, chair, or designee.
3. All systems developed in-house, should be documented through a SDLC process. Based on risk, each department should develop/formalize development procedures considering the following:
 - Preliminary analysis or feasibility study
 - Risk identification and mitigation
 - System analysis
 - General design and detail design
 - Development
 - Quality assurance and acceptance testing
 - Implementation
 - Post-implementation maintenance and review
 - Issues management

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4. SDLC controls must also be in place for departments that purchase computer applications and/or contract with Application Service Providers (ASP) for an outsourced application solution.
 5. Based on risk, outsourced solutions must be properly secured and backed-up. Contracts must address security, back-up, disaster recovery, privacy requirements, and ensure compliance with applicable laws, rules, and regulations. Finally, contracts should include right-to-audit provision to provide appropriate assurances that contractual obligations are met.
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