

Columbus State University Developer Policy & Procedures for Systems, Forms and Reports, Naming Conventions

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1.0 PURPOSE

This Policy provides guidelines for programmers and developers in the CINS Administrative Computing area on development of new database objects and naming conventions to be used for all CSU developed database objects. Computer programmers write, modify, integrate and test computer code for software applications and data processing applications. The developers test computer code for these applications and move them to a production environment for use at Columbus State University.

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2.0 SCOPE

This Policy is meant to be a guide to be used by CSU programmers and developers in the creation of all database objects including Tables, Forms, Reports, Packages, Functions, Procedures, Triggers, Views, and SQL scripts. This Policy is meant to complement related policies and further apply sound principles already approved for the acceptable use of Institute computing resources.

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3.0 POLICY

Policy is for developers to create systems that maintain a secure environment for Columbus State University.

Policy & Guidelines

Failure to comply with approved developmental procedures and Institute-wide and departmental policies can result in the loss of computing access, computing privileges, and enforcement of appropriate CSU disciplinary procedures.

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3.1 Creation of New Systems

3.1.1 – Meet with End Users

Computer Information developers confer with end users (people on campus) to identify and document requirements, design, develop and implement system solutions, and provide advice on the systems and service.

3.1.2 – Meet with DBA

The Developers meet with the DBA to discuss the design and the database architecture for the projects. The DBA creates the necessary tables using the correct ownership and grants roles to the developers to start developing the systems.

3.1.3 – Creation of System

The developer will create the system discussed with the user and dba. The system will meet Columbus State University standards and will be tested thoroughly before presenting it to the end user.

3.1.4 – Presentation of System

When the system has been developed and tested a meeting will be set up to present the new system.

3.1.4.1 – Presentation to CINS Administrative Computing Staff

A meeting will be scheduled to present the system to the CINS staff for an initial walk through. If all conditions are met than a meeting will be scheduled for the end user. If modifications are needed the system will go back to the development status. The supervisor will review the changes and then a meeting is set up with the end user.

3.1.4.2 – Presentation to End Users

A meeting is scheduled for the developer to present the system to the end user. There will be training and information given either verbally or in a document about the system. The DBA may be present at this meeting to discuss user access to the data or the user access information can be relayed by the developer. If the system passes the walkthrough with the end user it will go into a testing phase. If changes are made it will go back to the development phase.

3.1.5 – Release for Testing

When the system passes the development phase it will be go into the testing phase. The end users and the developer will reach a testing timeframe for the system. During this time, the end user will report any issues to the developer for corrections. The developer will make the corrections and pass it back to the end user until an agreement is reached that the system is ready for production.

3.1.6 – Move to Production

When the system has been thoroughly tested, the end user will notify the developer to move it to the production environment. A transmittal form is filled out with the necessary tables, roles, and programs associated with the system to be created in the production environment. When the system is in the production environment it is up to the DBA and the end user to monitor the system and make sure it is working properly.

3.2 – Creation of Forms

3.3 – Creation of Reports

3.4 – Modifications

3.5 – Naming Conventions

Section 4 - Universal Responsibilities

Section 5 - Policy Changes

Section 6 - Definitions