PRIMEHOMES
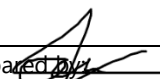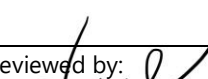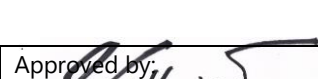### CREATING COMMUNITIES THAT MATTER

1.0 TITLE	QMS Procedure for IT New Software and Hardware Development
2.0 OBJECTIVES	To develop a new system design and hardware set-up to improve the existing manual processes of the organization.
3.0 SCOPE	All new IT Software and Hardware development.
4.0 REFERENCES	ISO 9001:2015 Standard Clause -8.2.2 Determining the requirements for products and services

5.0 DEFINITION OF TERMS: NIL

6.0 AUTHORITY AND RESPONSIBILITY

Head (IT)
The Head (IT) shall be responsible for the over-all implementation of this procedure.

Head 0f Other Departments
The head of other departments shall be responsible in the making sure IT knows the requirements of the IT Software and hardware needed in their respective departments.

7.0 INPUT

INPUT REQUIRED	SUPPLIER SOURCE	INPUT FORMAT/ MECHANISM
Job Order Form / Management Instruction Sheet	Top Management/ Requesting Dept.	Job Order Form / Management Instruction Sheet

8.0 DESCRIPTION

ACTIVITY	P.I.C	REF. DOC.
Review of the feasibility of the Project IT Head will review the feasibility of the Project to be carried out with budgetary consideration	Requesting Dept./ IT Head Management	Project Proposal Budget Memo
Data Gathering Technical requirements: 1. Basic functions and requirements with the principal user. 2. List all Deliverables and create Gantt Chart.	IT Head/ Programmer /End User	Minutes of the Meeting -Job Order Form
Designing Determine how the system will be designed and build	IT Head	IT Prerogatives
Development (Code) Design the solution and write the code. Ensure to maintain the integrity of the system by following company mandates**.**	Head Programmer	IT Prerogatives
Testing • Execute various test to ensure that all are working according to planned. • Initial run with the end user including orientation and actual testing of the system.	Head Programmer	User Acceptance Testing Form
Deployment • Publishing code • User acceptance • Process turnover • Docs	IT Head	User Acceptance and Agreements Form

Maintenance • Address issues if needed: • Periodic review of the system. • Revisions as per user's recommendation.	IT Head	Job Order Form UAT

9.0 OUTPUTS

OUTPUT	CUSTOMER	OUTPUT FORMAT/ MECHANISM
User Acceptance Form	Top Management/Requesting Dept.	User Acceptance Form

10.0 RESOURCES

Budget allocation for all IT related projects.

11.0 Process Effectiveness Measurement Parameters

PARAMETER	RESPONSIBILITY	FREQUENCY
User Acceptance Form	IT Head	Every IT System introduced to the organization.

12.0 Risk and Opportunity Associated with the Process

Risk / Opportunity Name	Impact to the Organization	How to address it?
Data security breach for each new software to be introduced.	Loss of data / security breach.	Implement study on data security before engaging on new software project.

13.0 RECORDS

Sl. No.	Record Title / ID	Format	Medium	Retention Period	Custodian(s)
1	Mgmt. Instruction Sheet (PRDI-BDD-F-PR01-001)	English, Text	Paper	Perpetual	Head (IT)
2.	User Acceptance Form (PRDI-ITD-F-PR01-001)	English, Text	Paper	Min of 3 years	Head (IT)
3.	Project Completion Report	English, Text	Paper	Min of 3 years	Head (IT)

Prepared by:	Reviewed by:	Approved by:	Doc. ID: PRDI- ICT-M-PR02
Noel M. Olivo	Francis Villas	Atty. Earl Charles Villarin	Rev. 00
Date: 05/17/21	Date: 05/17/21	Date: 05/17/21	Effective Date: May 17, 2021