Software Development Life Cycle (SDLC) Policy

At Iskraemeco, d.d. we are committed to providing high-quality software solutions that meet or exceed our customers' expectations for functionality, reliability, and user experience. We strive for continuous improvement in all aspects of our software development processes, from requirements gathering and design to testing and deployment. Our software development team is dedicated to delivering exceptional value to our customers through collaboration, innovation, and a focus on user needs.

1. Purpose
The purpose of this policy is to establish guidelines for the development, testing, deployment, and maintenance of software applications throughout the organization. The SDLC Policy ensures that all software projects are properly planned, executed, and documented in order to ensure quality, reliability, and security.

2. Scope
This policy applies to all software development activities undertaken by employees, contractors, or vendors on behalf of the organization. It covers all software applications, including those developed in-house, outsourced, or purchased from third-party vendors.

3. SDLC Phases
The SDLC Policy includes the following phases:
a. Planning Phase: This phase involves defining the project scope, objectives, requirements, and deliverables. It also includes the identification of resources, timelines, and budget.
b. Analysis Phase: This phase involves gathering, analyzing, and documenting the business, functional, and technical requirements of the software application. It also includes the identification of potential risks and constraints.
c. Design Phase: This phase involves the creation of a detailed design document that describes the software architecture, data model, user interface, and other technical specifications.
d. Development Phase: This phase involves the actual coding of the software application using a well-defined coding standard and best practices. It also includes the creation of test cases and unit tests, as well as preparation of user manuals and training materials.
e. Testing Phase: This phase involves the execution of test cases and user acceptance testing to ensure that the software application meets the business requirements and performs as expected. It also includes the identification and resolution of defects.
f. Deployment Phase: This phase involves the installation and configuration of the software application in the production environment.
g. Maintenance Phase: This phase involves the ongoing support and maintenance of the software application to ensure its continued functionality, security, and compliance with applicable regulations.
h. Phase out: It includes activities such as communication with users and stakeholders, data migration, documentation, system decommissioning, and compliance considerations. The goal is to safely retire the software while minimizing disruption and ensuring a smooth transition to new solutions.

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The company is entered in the Court Register with the District Court in Kranj under file entry number 10128800, company registration number 5045193, share capital 15.833.572,17 EUR.

4. Roles and Responsibilities
The SDLC Policy defines the roles and responsibilities of the project team members involved in each phase of the software development life cycle. It also identifies the project sponsor, project manager, business analyst, developer, tester, and technical writer as key stakeholders in the SDLC process.

5. Documentation and Reporting
The SDLC Policy requires that all software projects be documented and reported in a standardized manner. It also specifies the use of project management tools, such as project charters, status reports, and change control logs, to ensure effective communication and project governance.

6. Compliance and Audit
The SDLC Policy mandates compliance with all applicable laws, regulations, and standards related to software development. It also requires periodic audits of the SDLC process in accordance with the standard ISO 33061 to ensure its effectiveness and identify areas for improvement.

7. Exceptions and Waivers
The SDLC Policy allows for exceptions and waivers to be granted on a case-by-case basis by the project sponsor or designated authority. These exceptions must be documented and approved in writing prior to implementation.
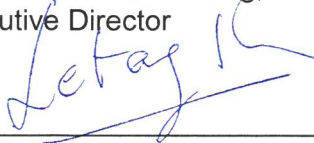
8. Training and Awareness
The SDLC Policy requires that all employees, contractors, and vendors involved in software development activities receive adequate training and awareness on the SDLC process, including its policies, procedures, and standards.

9. Enforcement and Penalties
The SDLC Policy outlines the consequences of non-compliance with its provisions, which may include disciplinary action, termination, and legal liability.

In Kranj, on 04. 10. 2024

Iskraemeco, d.d.,
Thomas Petuaud-Letang,
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