State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

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GOVERNOR

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DIVISION OF ADMINISTRATION

POLICY NO. 2

EFFECTIVE DATE: **January 31, 1994; Revised August 26, 2002**

SUBJECT: **PERSONAL COMPUTER DOCUMENTATION STANDARDS**

AUTHORIZATION: **Whitman J. Kling, Jr., Deputy Undersecretary**

I. **POLICY:** Documentation is required for applications developed for the personal computer to assure continuity of operation in the event of application, equipment, or personnel change.

II. **PURPOSE:** To define the requirements for documenting applications developed on personal computers (PC) for use in the Division of Administration (DOA).

III. **APPLICABILITY:** Applies to all sections within the DOA both appropriated and ancillary for all applications, whether developed by the section, by OIS, or by an outside vendor.

IV. **PROCEDURE:** Each application, including regularly used spreadsheets and graphics, must be described in narrative form. The narrative should include purpose, package used (if applicable), source of input, primary output, processing description and controls.

Each program, including those purchased, must be documented. Documentation must be organized so that all elements relating to a program include:

1. a narrative - describe purpose, identify input, files, edit rules (where appropriate), processing logic, output controls
2. a current source listing or equivalent
3. a sample report
4. a printed layout of the screen/window
5. file, record and transaction descriptions which define data elements include filename and extension, and drive designator.

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Operating procedures and operating documentation must be current, dated, logically organized and contain:

1. data preparation and entry procedures
2. standard operating instructions
3. a brief description of the task
4. identification of all input and output
5. setup instructions
6. a list of operating messages and their meanings
7. transaction, file, and/or output balancing procedures
8. backup procedures

A procedure to control maintenance of the application programs should be established, and should require program change history logs and an explanation of the changes in the documentation, and should be maintained in a central location.

V. RESPONSIBILITY:

It is the responsibility of all managers to assure that any PC application developed in, or for, their section is documented according to the method outlined in this policy.