

NAME OF THE STOCKBROKER

**SOFTWARE DEVELOPMENT LIFE CYCLE
(SDLC) POLICY**

POLICY CONTROL

Version: 1.0

Version Date: _____ (Date of Passing Board Resolution)

Approved by: Board of Directors

Department in Charge:

Frequency of Review: Yearly or as and when any update comes change in the Relevant Regulation comes or any change in the Company's internal control or Structure whichever is earlier.

TABLE OF CONTENTS:

Sr. No	Particulars	Page No.
1.	Background	4
2.	Scope	4
3.	Purpose & Objective	4
4.	Phases of SDLC	4
5.	Policy	5
6.	Key Aspects of SDLC Management	5
7.	Benefits of Effective SDLC Management	6
8.	Enforcement	6
9.	Clarification/Information	6
10.	Review	6

Software Development Life Cycle (SDLC) Policy

I. BACKGROUND:

An ***SDLC Policy (Software Development Life Cycle Policy)*** is a formal document that defines the standards, procedures, and responsibilities for managing and controlling software development activities within an organization. It ensures software is developed and maintained in a consistent, secure, and high-quality manner. It is a framework defining the steps involved in the development of software at each phase. It covers everything from planning to deployment and maintenance.

II. SCOPE:

Covers all:

- Software development projects (internal or outsourced)
- Application modifications and upgrades
- Systems developed in-house or acquired externally

III. PURPOSE & OBJECTIVE:

- To standardize the software development process.
- To ensure security and compliance requirements are met.
- To improve software quality and reduce risks.
- To define roles and responsibilities during software lifecycle stages.

IV. PHASES OF SDLC:

Phases of SDLC structure is as follows:

Phase	Description
1. Planning	Define goals, scope, resources, budget, and timeline. Identify stakeholders.
2. Requirements	Gather and analyze business and user requirements.
3. Design	Create architectural and detailed design of the system.

Phase	Description
4. Development	Actual coding and software creation based on the design.
5. Testing	Test the software for bugs, security issues, and quality assurance.
6. Deployment	Release the product to users (internal or external).
7. Maintenance	Monitor, update, and fix issues post-deployment.

V. POLICY:

This policy establishes the required process for the development, acquisition, implementation, maintenance, and retirement of software applications within the organization

VI. KEY ASPECTS OF SDLC MANAGEMENT:

1. Project Management
 - Timeline planning
 - Resource allocation
 - Risk management
 - Budget control
2. Stakeholder Communication
 - Regular updates
 - Feedback loops
 - Clear documentation
3. Quality Assurance
 - Testing strategy
 - Automated and manual tests
 - Code reviews
4. Change & Version Control
 - Use of Git or similar tools
 - Branching strategies
 - Change tracking
5. Metrics and KPIs
 - Bug rate
 - Velocity
 - Deployment frequency
 - Customer satisfaction

VII. BENEFITS OF EFFECTIVE SDLC MANAGEMENT:

- Improved product quality
- Predictable timelines and delivery
- Better cost control
- Enhanced collaboration among teams
- More adaptable to change (especially with Agile)

VIII. ENFORCEMENT:

Non-compliance may result in:

- Project delays
- Rework or rollback
- Disciplinary action (if negligence is identified)

IX. CLARIFICATION/INFORMATION:

In case of any clarification/information required on the implementation of the Policy, please contact the IT Head / Compliance Officer on Email - _____, Tel No. _____.

X. REVIEW:

The said policy shall be reviewed by the Board of Directors on a yearly basis or as and when any update comes, change in the Relevant Regulation/Circular comes or any change in the Company's internal control or Structure and when it is found necessary to change on account of Business needs and Risk Management Policy.

The Compliance officer has the authority to give directions to undertake additions, changes, and modifications, etc. to this Policy, and the same shall be effective per the authority of the Compliance Officer and thereafter be ratified by the Board of the Directors at its next review.

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