






Operation/Task:	Application Development Code Repository			Equipment:	NA
Owner:	Vice President of Technology	Date Created:	5/12/15	Department:	All IT Staff
		Revisions History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for application development.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		<p><b>Objective:</b> Protect the digital library of ENPOINTE developed software by documenting any additions, modifications or deletes made to the content of the production development library. The supporting infrastructure for the software library will be provided by GitHub. Supporting audit trail information will include: User Name, Date, and specific comments outlining the update, which define the business need for the library update.</p>	<p><b>Standard Operating Procedure:</b></p> <ul style="list-style-type: none"> <li>After development of any patch or enhancement, the IT Developer will check in the code changes into GitHub, and then migrate the code changes into the Test Environment.</li> <li>All deployments are run through Veracode to ensure secure development practices have been followed. Any issues identified are remediated before moving forward.</li> <li>Peer code review may be used as an SOP for large projects and projects/changes that are high risk or critical, at the discretion of the Vice President of Technology.</li> <li>The relevant users will then perform Q/A of the patch or enhancement. Once approved by the users, the developer will provide instructions on the deployment of the changes to the Vice President of Technology. The Vice President of Technology will then promote the code into production.</li> </ul> <p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>All reports are stored in Crystal Management Console.</li> <li>The SQL Scripts and SSIS packages associated to create reports are checked into GitHub</li> </ul>	<p>It is important to maintain a thorough history of all changes made to production code for both review purposes and for ease of debugging post-implementation.</p>

**Notes:**

**Definitions:**

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Frank Powell	5/12/15
Rev 2	Added Revision History table	Frank Powell	8/1/16
Rev 3	Revised Standard Operating Procedure, Step 1; changed owner of document; changed gray header date information	Dave Johnson	3/31/20
Rev 4	Changed GLS reference to ENPOINTE in Step 1 Objective	Cristi Oakvik	3/9/21
Rev 5	Changed owner to Director of Business and Custom Applications and changed title of SOP to “Application Development Code Repository”	Mike Starrett	4/28/23
Rev 6	Changed owner to Vice President of Technology. Replaced Team Foundation with GitHub.	Mike Starrett	11/4/2024