

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Information Technology**

**NUMBER: 07.B.02**

**AREA: Software**

**SUBJECT: Software Documentation**

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1. PURPOSE

- 1.1. The purpose of this administrative memorandum is to establish a documentation policy for recording essential information needed throughout the software development life-cycle of a software system.

2. POLICY

- 2.1. Each component is required to have in place a written set of standards that establish the guidelines to be followed in documenting all software product development or maintenance.
- 2.2. The documentation standard can be applied, tailored, and customized on a program/project basis to an appropriate minimum set of documentation adequately describing the complexity of the software products involved.
- 2.3. The Chief Information Services Officer for each component is responsible for forwarding an approved copy of the component's current documentation standards to the University of Houston System - Office of Chief Information Services Officer once a year prior to August 31st.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Administration and Finance

Review: Every two years before September 1, beginning in 1995

4. APPROVAL

Approved: Alexander Schilt  
Chancellor

Date: November 17, 1994

5. INDEXING TERMS

Software documentation