Windows 7 Application Standards

##### Prepared by: Matthew ClaytonSection: Learning Environments and Technology Services

|  |  |
| --- | --- |
| **Approval Date:** | [dd MMMM yyyy] (e.g. 15 September, 2005) |
| **Approving Body:** |  |
| **Submission Date:** | [dd MMMM yyyy] |
| **Date of Next Review:** | [dd MMMM yyyy] |

##### Modification History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date** | **Author** | **Comments** |
| Version 1.0 | 16/04/2010 | Matthew Clayton | First Draft |
| Version 1.1 | 23/08/2010 | Matthew Clayton | Removed excess details. |
|  |  |  |  |

# Policy Statement

This policy is designed to outline standards for applications used within the QUT environment specifically installed and used on the Windows 7 operating system environment.

This document covers standards for the following and is based on Windows 7 Enterprise Edition (64 bit)

* Development standards,
* Installation standards
* Application Packaging Standards
* Application Storage locations (virtual)

# Affected Services

ESS is currently the service owners of the Estore cluster service on which all software is to be stored. Any changes to this policy would affect users of this service and also the security rights to this location.

CSI manage SCCM services, any changes to this service or move to an alternative service will affect this policy and all users of this service.

# Definitions

SOE – Standard operating environment – operating system, core applications and common settings.

SCCM client – an agent which allows Windows PCs to be managed remotely including delivery of applications and security updates

ITS (Information Technology Services) – A Department within the university that provide the IT infrastructure and centrally hosted university IT services

CSI (Client Systems Infrastructure) – A group within ITS which maintains the university Standard Operating Environment. Manage Software and Security Deployment

LETS (Learning Environments and Technology Services) – A department within the university that provides client facing IT services

EStore – QUT’s Central File Repository

ESS (Enterprise Systems Service) A Department within the university

# Roles/ Responsibilities/Guidelines

1. **Software Storage and Documentation**
	1. Definitive Software library in accordance with ITIL standards has been established.
	2. Applications will be moved and stored into one central area which is governed by a process document.

* 1. To allow staff to efficiently navigate, a software catalogue has been created.
	2. Software Documentation relating to each application will be created and stored in the Development folder and also stored in the Technical Services Library.

<https://tsl.qut.edu.au/default.aspx>

1. **Applications Packaging**
All software used within the university will go through a development process to ensure effective QA has been tested on all applications.

1. **Deployment and Installation**
	1. Deployment methods
		1. Deployed package via SCCM
		2. Manual install
	2. Applications will be attempted to be packaged if the application is to be installed on multiple computers.
	3. Applications with an associated site license will be made available to all QUT PC’s for automated install.
	4. Applications with an associated license to an entire division/faculty or sub area will be made available to all machines that fall within the above mentioned cost code.
	5. Only applications within Production folder ([\\soe\dsl\prod](file:///%5C%5Csoe%5Cdsl%5Cprod)) are approved or have passed QA for installation into the production environment.

# Related Documents

 Software\_Development\_Process.VSD

Software\_Requirement\_Process.VSD

Software\_ Recipe\_Process.VSD

Application Standards\_Catalogue.docx

Application Standards\_Development.docx

Application Standards\_Storage.docx

The above documents can be found at

# [Other Information]