Policy Owner: IT Digital GTM, DevOps & Agile Solutions	**Approval Date:** June 2021
Approver: Vittorio Cretella	**Effective Date:** Jan 2022
Contact: Diana Fernandez	**Scope:** Global

Software Development Policy

1.0 Intent

The purpose of this Software Development Policy is to ensure that software development in P&G follow the Modern Application Development Framework. This will enable P&G to reduce development cost, increase the agility to meet business needs faster, while increasing quality. Utilizing a disciplined, structured process also helps to ensure that information security is planned, built-in, and deployed as an integral part of the application.

2.0 Scope

This policy and related standards apply to all organizations, and individuals, including third party partners, who develop, modify, and/or deploy software applications used individually or in support of business processes.

3.0 Policy Requirements

All new and Software Development and enhancement projects must follow and leverage a well-documented and repeatable System Development Life Cycle (SDLC) methodology. The SDLC should have control points where the system and security considerations are evaluated and will determine whether the development should continue as is, change direction, or be discontinued. The Software Development standards and controls address:

1. Requirements Management
    - Gathering and documenting the functional, non-functional, regulatory, and security requirements.
2. Design Management
    - Documenting the software blueprint that is put together based on the requirement specifications including how any risks to the application will be mitigated, reduced and/or managed in line with the IT Risk Management policy.
3. Build Management
    - The development, coding and or configuration of the IT applications on different IT Platforms.
4. Test Management
    - All applications must be tested, and results documented in line with the Service Validation and Testing policy.
5. Release and Deployment Management
    - All applications must be deployed and managed in line with the IT Change Management Policies and Standards.

4.0 Definitions

Functional Requirements	Defines the "what" an application is expected to accomplish to achieve the business objectives, user goals, and key tasks.
IT Platform	The hardware or system upon which other applications or systems can be developed upon e.g. SAP, QuickBase, Salesforce. This can be both internally developed and externally provided via a Platform-as-a-Service upon which custom code is written or deployed
Software	An application program/software is a computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user or business. Typically, there is some code or logic installed vs. simply presenting information.
Non-Functional Requirements	Describes the "how" the application is expected to operate, imposing constraints or "quality attributes" that further describe Functional Requirements.
Regulatory Requirements	Describes those conditions required by government authorities e.g. US FDA, or other Boards of Health. Describes those conditions required by government authorities e.g. US FDA, or other Boards of Health
Security Requirements	A non-functional requirement that describes which security related controls are expected from the system with respect to a threat
Software Development	The process of computer programming, documenting, testing, and bug fixing involved in creating and maintaining applications and frameworks resulting in a software product.
System Development Life Cycle (SDLC)	A process for planning, creating, testing, and deploying an information system.

5.0 Appendix

Software Development Standard

6.0 References

- BSIMM v9
- NIST SP800-64v2
- NIST SP800-160v1
- OWASP Development Guide 01-Design, 03-Build, 04-OperationalSecurity
- ISOIEC 27001:2013

Violating this Policy may result in disciplinary action, consistent with local laws, up to and including termination. Employees affected by this Policy are expected to read and follow it, directing any questions to the Policy Contact.