Radio Shack
A Division of Tandy Corporation

COMPUTER APPLICATIONS
707 ONE TANDY CENTER, FORT WORTH, TEXAS 76102

24 May 1979

THE OFFICIAL RULES OF SOFTWARE DEVELOPMENT

Below are the steps which ALL SOFTWARE programs will follow - from acceptance of the program through to its final production.

1. Program is accepted in concept by both Merchandising and Computer Applications.

   It is Merchandising's responsibility to judge the marketability of the program. To do this, all concepts presented to Merchandising should include: machine configuration(s); suggested packaging and price; approximate access speeds (if different from normal); major reports available; isolation of the target market. Programs labeled Business Software must be justified as cost effective replacements for manual systems.

   It is Computer Applications' responsibility, at the concept stage, to determine the suitability of the programs. In addition to providing Merchandising the above information, Computer Applications will evaluate file organization, screen formatting, menu structure, expandability, and all other design considerations. If the program varies from the standard formats, Merchandising must approve the variations. The goal is always utility for the customer and ease of maintenance for the company.

   At this point, Merchandising may reject a program as unmarketable. Computer Applications may reject a program as unsuitable.

2. Once the program is accepted, Stephanie Fein, Program Coordinator, is to be notified that a program has been accepted and a contract needs to be issued. She is to be supplied with the following information: Name, Address and Telephone Number. If the vendor is a company, also the state where the company was incorporated. Also, if there are any special clauses that differ from our standard contract, these must be stipulated. She and Gary Pack of the Legal Department will draw up the contract.

Once the contract is returned, signed by vendor, Jon Shirley will finalize the contract with his signature. Jon Shirley is the only person who may sign contracts. The contract date is the date Jon Shirley signs the contract.

3. Computer Applications will finalize the program and manual. Program will then be tested to all practical limits by the Evaluation Group prior to submitting program and manual to Merchandising. Mike Grubbs is Manager of the Evaluation Group and responsible for setting up the schedule for testing programs. Testing will take approximately one week, assuming there are no problems. After the Evaluation Group has completed their testing, Stephanie Fein will deliver the program and manual to Don J. Stanfield, Software Evaluator - Merchandising, for review.

4. After Merchandising has completed their review, recommended changes will be made and program resubmitted to Merchandising. Once Merchandising has approved the final version of the program and manual, Don J. Stanfield is to return the program, manual, label information, packaging requirements and completed Transmittal Sheet with production information directly to Stephanie Fein.

   Label copy will be typeset and delivered to Jim Bodkin, Software Buyer at Tandy Instruments, for production.

   Binder art will be given to Jim Bodkin in rough form and binder manufacturer will create mechanical for printing. Merchandising will approve rough prior to sending to Jim Bodkin.

5. The manual will be sent to the typesetter and the program sent to Ned Nedrow, Software QA Engineer, for QA masters.

6. Ned Nedrow will make four QA's and one sample cassette. Stephanie Fein will give Don J. Stanfield one QA and the sample cassette for his approval. After approved, the QA and Transmittal Sheet are to be returned directly to Stephanie Fein. He will retain the sample cassette for his files.

7. Stephanie Fein will deliver to Jim Bodkin three of the approved QA's which will be used for production purposes. The fourth QA will remain in her file.

8. Vendors are to return test cassettes/diskettes to Jim Bodkin, who will initiate a final testing procedure. The flow of this test media (the identical cassette/diskeete) is from Jim Bodkin to Ned Nedrow to Stephanie Fein and then to Mike Grubbs.

9. Mike Grubbs will then have his Evaluation Group retest the program with the test cassettes/diskettes to make sure there is no problem with the running master. Stephanie Fein will then notify Jim Bodkin that the program is acceptable and to proceed with the full production run.

10. The typeset mechanical proofs for the manual will be given to Don J. Stanfield for approval. After Merchandising approves the manual, it is to be returned with Transmittal Sheet to Stephanie Fein.

11. Stephanie Fein will deliver final manual mechanicals to Jim Bodkin for creation of a blueline. Blueline will be delivered from the printer to Stephanie and she will give it to Don J. Stanfield for approval.

    After Merchandising approves blueline, Stephanie will notify printer and Jim Bodkin that manual is acceptable and to proceed with production.