

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Application & Database Business Solutions

**Number:** I 1

**Approved:** Signature on file

**Date:** 10/1/13

**POLICY**

Any development or modification of a customized computer application requires an approved Work Request. In addition, if the requested work or project requires more than 50 hours to accomplish, a Project Plan shall be developed. The Project Plan incorporates County of Orange mandated project management principles and identifies requirements, expected deliverables, schedule and other important details in order to produce a high quality product within budget and time parameters. Project scope changes estimated to consume less than or equal to 50 hours must be approved in writing by the requester's Deputy Director. Scope changes estimated to consume more than 50 hours must be approved in writing by the requester's Division Director.