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eJMAPS Production Support Staff Standard Operating Procedures Change Migration

1. Statement of Purpose

This SOP documents the procedures used by eJMAPS PSS personnel to modify application software and PeopleCode within the various eJMAPS environments.

2. Application Software Updates

- a) For all Application Software updates (Oracle, PeopleSoft, WebLogic, etc; or IAVMs and STIGs), PSS will install the software at the JSIL (backups are taken first, IAW the applicable SOP) where it is tested in an environment completely separate from our Development and Production instances.
- b) Once successfully tested at the JSIL, PSS will install the software on the eJMAPS Development servers (backups are taken first). The update is tested over several weeks to ensure there are no associated issues.
- c) If there is anything wrong with the upgrade that prohibits us from continuing, the release is rolled back to the previous version of software. If there are no issues, the software is installed onto the eJMAPS Production servers (backups are taken first).

3. Code Updates

The procedures detailed below apply in all circumstances. In the event of an emergency break-fix or other unusual circumstances, the sequence of events may be different. However, the developer is responsible to complete all documentation.

- a) All code updates are developed and tested on eJMAPS development servers. PSS personnel will comply with the coding practices detailed in the PeopleSoft Development Protocols SOP.
- b) The developer will document the project using the Project Migration Request Form located at: eJMAPS_DB\C:\Ora10g\Scripts\Migration_Documents\Template.doc. The developer should validate the accuracy of the Migration Document while moving their project out of Development to Test. The developer is responsible for the accuracy of the Migration Document.
- c) The developer will save the final copy of their migration form in Migration Documents directory, in a subfolder under their name.

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- d) Under normal circumstances, the member who developed the code update should not complete final testing. The developer should coordinate with another PSS member to conduct testing IAW the verification steps documented in the Migration Request Form.
- e) Once testing has been completed, the developer will forward the Migration Request Form to the PeopleSoft Administrator, who will complete the migration. Developers should provide the final project and Migration Request Form to the Administrator no later than 24 hours prior to the maintenance window in which the project will move to Production.
- f) The PeopleSoft Administrator will complete the final comparison of the project to Production environment. The PeopleSoft Administrator will return the project to the developer to resolve any discrepancies.
- g) After the project is migrated, the PeopleSoft Administrator will update the migration form saved in the Scripts directory to indicate the date of migration, along with any details.