

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES, INSURANCE AND AGING

INFORMATION TECHNOLOGY PROCEDURE

Name Of Procedure: Major Implementation Procedures	Number: PRO-EASS006
Domain: Application	Category: DHS Quality Assurance / Mainframe
Date Issued: 11/01/2007	Issued By: DHS Bureau of Information Systems
Date Reviewed: 08/10/2015	

General:

The Bureau of Information Systems (BIS) occasional implements major projects on the mainframe. Examples of these major implementations are Database Change Control or CIS Release. These major implementations usually involve DHS staff and DHS contracted-staff from the Division of Enterprise Applications (DEA) and the Division of Technology Engineering (DTE).

The purpose of this document is to give DHS staff and DHS contracted-staff guidelines when preparing implementation packages for major implementations on the mainframe. Following these guidelines will help provide for efficient handling of mainframe program documentation and software for transfer to the production environment.

Procedure:

Pre-Implementation:

1. Please include the QA process and lead-time requirements in all work plans developed.
2. Please have lead analysts for state and contracted staff provide Virjean Dauksha via e-mail a list of the staff who will be submitting ETR's for the implementation. Copy Lisa Clarke on the e-mail as well. This must be sent at least 3 weeks prior to the implementation. The following information should be provided:
 - a. Names of the developers who will be submitting ETR's
 - b. Total Number of Programs that are anticipated to be submitted by these individuals.

NOTE: We count ECL's, subprograms such as Objects and Relocatables and screens, in our counts.
3. All ETR packages must be received by QA no later than 8 days prior to the scheduled implementation date. All changes after the 8 day lead time, must have Change Board and Bureau Director approval.

Implementation:

A major implementation such as a database control change or a CIS release must follow these procedures.

Following these procedures will help provide for an efficient handling of the mainframe program documentation.

1. The project leader or responsible analyst must appear before the System Implementation Review Board (SIRB) to get approval for the major implementation.
2. Update Program Specifications; complete the **Program Implementation form**, for all program changes in accordance with established standards.
3. Make program source code changes, compile and map programs in accordance with established standards.
4. For programs that do not require any source changes, but must be recompiled, compile and map in accordance with established standards. Only a compile/map listing must be submitted for transfer.
NOTE: Source elements are **NOT** to be submitted for transfer for program recompiles. A Program Implementation form is **NOT** required for program recompiles.
5. Separate files must be created and used for the transfer process. These files must only contain the programs that are to be implemented. The elements must be separated into files by element type as follows:
 - a. Source (symbolic) Elements - SYM
 - b. Online Absolute Elements – TIP
 - c. Batch Absolute Elements – ABS
 - d. ECL Elements – ECL
 - e. Relocatable Elements – REL
 - f. Object Elements – OBJ
 - g. PROC Elements – PROC
6. Pack each file from step 5 to remove the elements that were marked for deletion.
7. Attach program documentation for new programs to the program compile/map listing.
8. Complete an Element Transfer Request (ETR). When completing the ETR, the program Element Name/Version and Element Creation Date/Time fields are NOT to be completed. In place of these fields, attach a PRT, TL, PRTT, STH or equivalent of each file listed on the ETR. All screens to be transferred must be included on a separate ETR. Clearly note and special instructions or comments in the Special Instructions/Comments field on the ETR. Also, note the name of the implementations, ie: CC39 or CIS 14.1. The contents of each file listed on the ETR will be transferred.
9. Submit the ETR and respective program packages to Quality Assurance (QA) at least 2-3 weeks prior to the planned implementation date. In general, the more programs involved the larger the lead-time should be.

10. Upon submittal of an ETR and respective program packages to QA, a write key will be placed on the files by QA in order to maintain control of the program elements during the verification process. Any changes that are required after an ETR is submitted to QA will be handled on an individual basis.

Refresh Schedule:

All procedures and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the DHS Information Technology Standards Team.

Procedure Revision Log:

Change Date	Version	Change Description	Author and Organization
11/01/2007	1.0	Initial Creation	Virjean Dauksha
01/28/2011	1.1	Reviewed	Virjean Dauksha
08/10/2015	1.2	Name change from DPW to DHS	Virjean Dauksha