



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DOIT-01-03-2006

DIVISION OF INFORMATION TECHNOLOGY

Enhancements Move to Production Approval Policy

Date of Last Revision 08/21/2006

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1. Purpose

- a. Programming teams must take care to ensure best practices regarding product quality have been utilized prior to putting any new (or changes to existing) systems into production. This will include the development of a test plan. and successful completion of appropriate testing or other quality assurance procedures. The goal of this policy is to ensure measures have been taken to sufficiently reduce risk of enhancement failure and support the process of approval for application development changes are moved to production.

2. Scope

a. Applicability

- (i) All new systems, or changes to existing systems within Executive Branch agencies.

b. Exemptions

- (i) All exceptions to this policy must be approved by the State Chief Information Officer.

3. Governance

- a. All enhancements will require a test plan the meets the Quality Assurance (QA) department guidelines which can be found on the State of Rhode Island, Division of Information Technology website at:
<http://operations.doit.ri.gov/projects/pmtemplates.php>.
- b. The application manager must confirm that tests were conducted, documented and approved prior to putting any new system or change to an existing system into production. All applications, new or enhancements must be approved by the program manager and the division director.
- c. The Director of Operations and Director of Application Development has override authority and can approve or reject any system changes.
- d. **Approval**
 - (i) The package for approval must include the following:
 1. Business Requirements
 2. Software Requirements Specifications (SR\$)

- 3. Test Plans
- 4. Approvals signatures as indicated in the SRS
- 5. New or updated related service desk procedures
- 6. New or updated related operation procedures
- 7. Operations Request for Change Form

(ii.) Applications Development approval will be completed by the AIM and programmer manager or appointed designee(s) by reviewing the documentation. Operations approval will be completed by the Director of IT operations or the appointed designee by approving the Request for Change submitted by the program manager.

4. Authority

a. Governor's Executive Order. 04-06, dated April 29, 2004

(i.) The CIO shall be responsible for oversight, coordination and development of all IT resources within the executive branch.

5. Related Documents

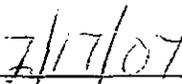
a. There are no related documents

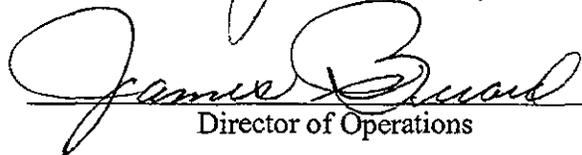
6. Policy Violations and Disciplinary Actions

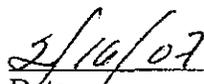
a. Any employee found to be in violation of this policy may face disciplinary action up to and including dismissal from employment and/or criminal prosecution where the act constitutes a violation of law. A breach of contract, where applicable, may also be considered.

7. Signatures

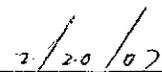

 Assistant Director of Planning, Policy & Technology


 Date


 Director of Operations


 Date


 Chief Information Officer


 Date

 Director, Department of Administration

 Date