**CERS : Web, Transformer and Batch**

**Break/Fix Implementation Checklist**

**Start time: 3/21/2018@10:00am CST**

###### WebEx: **866-240-1897 Access Code:**599 256 748

| **Functionality / Change Description** | | |
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| **Application** | **User Story/Defect ID** | **User Story/Defect Title** |
| CERS Web | DE38536 | PROD DEFECT: Employee\_ref - Root Cause Analysis - Issues with Employee ref Updates |
| CERS Web | US697037 | Web - Profile Management for AA Contractors (set as "Ground Management") |
| CERS Web | DE59184 | Web: Root Cause Analysis - Web field input validation |
| CERS Web | US713588 | Web - Dispatch Event Report - Populate Local time in the RH Update field |
| CERS Web | US726490 | Link Additional Profiles to "Security Threat/Concern/Suspicious Activity" report category |
| CERS Web | DE61363 | Web - Security Threat/Concern - issue with "category 2 of 2" questions |
| CERS Web | US726567 | Employee IOD Profile updates |
| CERS Web | DE62347 | Customer Misconduct answers not showing |
| CERS Web | DE62718 | Flight Selection Page for F/A and Pilots |
| CERS Web | DE61455 | First name and Last name not showing in category 2 of 2 page |
| CERS Web | US656515 | UDG Category |
| CERS Web | US654650 | Change "New Report" Category selection from Multi-select to Single-select |
| CERS Web | US586887 | WEB-Simplify rules for Inadvertent Slide Deployment 2nd set of category questions |
| CERS Web | US519888 | Web: Add new questions/fields to Employee Injury Report |
| Batch | US227845 | Implement full notification logic to align with centralized messaging tables |
| Batch | US580276 | Consolidate remaining email/sms notifications from transformer |
| Transformer | US227845 | Centralize all Notification profile data for categories |
| Transformer | US702092 | Remove references to EMP\_EMPLOYEE deleted LUS columns |
| Transformer | US678839 | Report Category Station Notification |
| Transformer | US713588 | Populate Local time in the RH Update field |

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|  |  | **Pre-Implementation Tasks** |  |  |
| **Status** | **ID #** | **Description** | **Time** | **Resource** |
| In-Progress |  | Create Production incident and/or reference existing production incident for Critical report failure involving input validation. | 15 mins | Jo Runnels |
| Completed |  | Go/No-Go for Production Break Fix for CERS Web, Transformer, and Batch Server changes | 2 hours | Jo Runnels, Stan Zihlman, Randy Engberg, Siraj Mohammed, Anna Becerra, Greg McDaniel |
|  |  | **CERS Web and Middle-Tier Implementation Steps** |  |  |
| **Status** | **ID #** | **Description** | **Time** | **Executor** |
| Not Started |  | Notification to MRO that the CERS Web on **OTAPPP25** and **OTAPPP26** ,Transformer, Message Services, Batch Server on **OTAPNP18** and **OTAPNP19** are offline | 15 mins | Stan Zihlman/ Greg McDaniel |
| Not Started |  | Backup copy of Transformer, Batch and Message Service on **OTAPNP18**, **OTAPNP19** | 15 mins | Stan Zihlman |
| Not Started |  | Backup copy of CERS-Web on **OTAPPP25** and **OTAPPP26** | 15 mins | Greg McDaniel |
| Not Started |  | Stop Transformer, Batch and Message Service **OTAPNP18** | 15 mins | Stan Zihlman |
| Not Started |  | Stop CERS-Web on **OTAPPP25** and **OTAPPP26** | 15 mins | Greg McDaniel |
| Not Started |  | Deploy the Transformer, Batch and Message Service on **OTAPNP18** and **OTAPNP19** | 1 hr | Stan Zihlman |
| Not Started |  | Deploy the CERS-Web on **OTAPPP25** and **OTAPPP26** | 1 hr | Greg McDaniel |
| Not Started |  | Start Middle-tier services on **OTAPNP18** and  - CERS SOS Transformer server, Message Server, Batch | 15 mins | Stan Zihlman |
| Not Started |  | Startup CERS-Web on **OTAPPP25** and **OTAPPP26** | 15 mins | Greg McDaniel |
|  |  | **Post Implementation testing** |  |  |
| **Status** | **ID #** | **Description** | **Time** | **Resource** |
| Not Started |  | \*Run the post-implementation test script and validate that CERS reports are created/processed and available in the CERS Client.  \*Note: TEST must be referenced in CERS Event report. | 30 mins | Siraj Mohammed, Jo Runnels |
| Not Started |  | Run the post-implementation test script and validate that CERS reports are created/processed as expected. | 30 mins | Randy Engberg/Jeslin Samuel |
| Not Started |  | Notify MRO that RI is complete. | 2 mins | Greg McDaniels/ Stan Zihlman |
|  |  | **Fallback Plan** |  |  |
| **Status** | **ID #** | **Description** | **Time** | **Resource** |
|  |  | Rollback Transformer, Batch and Message Service to backup copy on **OTAPNP18** and **OTAPNP19** | 15 mins | Stan Zihlman |
|  |  | Rollback CERS-Web to backup copy on **OTAPPP25** and **OTAPPP26** | 15 mins | Greg McDaniel |
|  |  | Run the rollback test script and validate that CERS-Web is operating as expected. | 10 min | Siraj Mohammed, Jo Runnels |

**Implementation Roster for Production:**

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| **Role** | **Name** | **Contact Number** |
| Delivery Manager | Meg Gardner | 480-414-8548 |
| Project Manager | Ken Netherland | 480-603-8930 |
| Executor | Greg McDaniel | 817-881-0950 |
| Executor | Stan Zihlman | 972-658-1125 |
| BA | Jo Runnels | 214-240-8388 |
| QA | Siraj Mohammed | 313-285-6833 |
| PO | Randy Engberg | 817-938-4077 |