CMS CHANGE MANAGEMENT REQUEST TEMPLATE

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| Change Management Information | | | |
| Client Name:\* | ADECO | | |
| Change Request Title:\* | XX TCG Gastos de Acondicionamiento - Tarifa Secada | | |
| Service Request No:\* | CR2566 | | |
| Submitted by:\* |  | Submission Date: \*  (MM-DD-YYYY) | 2020-07-13 |
|  | | | |
| Change Description and Impact Analysis | | | |
| Proposed Change:\* |  | | |
| References for Change:\* |  | | |
| Change Type:\* | Scheduled | | |
| Justification Description:\* |  | | |
| Impact Statement: (Identify Services and applications that will be impacted):\* |  | | |
| Outage Required:  (Yes/No)\* | Choose an item. | | |
| Outage Duration\* |  | | |
| If Yes, has a scheduled downtime been completed in Nagios? \* | Choose an item. | | |
| Assigned Resource/Team |  | | |

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| Testing Strategy\* | | | | |
| Please give full details of the required system change. Include as much detail as possible (server/service names, network addresses, hardware/software details, reason for the change, etc.) | | | | |
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| Action or Task | Staff Name  (CMS/Other) | Date and  Time of Task | Duration of Task | Expected Results |
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| Non-PROD Environment / Server: |  | Approved by: |  | |
| Who tested the proposed change(s) \* | Choose an item. | | | |
| Back out plan and duration time to execute the plan: \* |  | | | |
| Back out plan tested  (if needed)? |  | | | |
| Security Review Needed: (yes/no) \* | Choose an item. | Approved by: |  | |
| *If yes, forward to Security Lead (*[secops@itconvergence.com](mailto:secops@itconvergence.com)*) for review.* | | | | |

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| Production Implementation\* | | | | |
| Please give full details of the required system change. Include as much detail as possible (hostname, server/service names, network addresses, hardware/software details, reason for the change, etc.) | | | | |
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| Action or Task | CMS Staff Name | Scheduled Date and  Time of Task | Duration of Task | Expected Results |
| 1 – Backup previous installation:  cd $NE\_BASE/ADECO/patch  Check for a previous execution:  ls -ld --time-style=long-iso CR2566 | awk '{print $6}'  If no such file or directory go to next task.  Else create a .tar.gz file with the returned date:  tar -zcvf CR2566\_yyyymmdd.tar.gz CR2566/  Move the file to BACKUP folder:  mv CR2566\_yyyymmdd.tar.gz BACKUP  Remove previous folder installation:  rm –r CR2566 |  |  | 1 | Backup previous CR |
| 2 – Copy the CR2566.tar file on $NE\_BASE/ADECO/patch |  |  | 1 | File copied |
| 3 – Extract objects from .tar file\*  cd $NE\_BASE/ADECO/patch  \* if file extension is .tar :  tar -xvf CR2566.tar CR2566/  \* if file extension is .tar.gz :  tar -zxvf CR2566.tar.gz CR2566/ |  |  | 1 | Objects extracted |
| 4 – Install the CR  cd CR2566  chmod 755 \*.sh  – Execute the script CR2566\_INSTALL.sh (it will ask for the APPS and BOLINF password and the name of the database)  \*Note: The .sh file at first performs a backup of the objects and then proceeds with the update. The full log will be at CR2566.out |  |  | 5 | Objects backuped and custom installed |
|  |  |  |  |  |
| Scheduled Implementation Date & Time:  (MM-DD-YYYY) \* | 2020-07-13 | Duration of activity: | | 7 min |
| PROD Server Outage (Yes/No): \* | No | Restart of Host (Yes/No): | | No |
| Change Review Plan \*  (if appropriate): |  | | | |
| ITC Manager / Supervisor Approver: \* |  | | | |

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| Customer Approval Hierarchies | |  |
|  | Primary Contact | Primary Email Address |
| Server Setup, Outages, and Issues | **Lucas Carazzo** | lcarazzo[@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Database Setup, Outages, and Issues | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Application Setup, Outages, and Issues | **Lucrecia Paats** | [lpaats@adecoagro.com](mailto:lpaats@adecoagro.com) |
| Functional Setup, Outages, and Issues | **Lucrecia Paats** | [lpaats@adecoagro.com](mailto:lpaats@adecoagro.com) |
| Development Setup, Implementation, and Changes | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Network Outages | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Other (Not Previously Defined) | **Lucas Carazzo** | lcarazzo@adecoagro.com |

***Related Policies & Procedures***

[Change Management Procedure](https://docs.google.com/document/d/185XCEacGRcmIOKHyhqJdx0M-8DAWFTzfVhSBjYMiBRI/edit)

[ITC Change Control Management Policy](https://docs.google.com/document/d/1MNZrDdByv4A3lSbSX9JKDBq3vzD97UtgxVApWfZPhhg/edit%22%20%22heading=h.gjdgxs)

[Change Exception Process](https://docs.google.com/document/d/1Q3AaCVL1dgKYEBR5R2LFaTf-DR6f3cpdCYBwmgUz_ss/edit)

***Aprobaciones:***