#### What is the purpose of this activity or change?

Updating Alarm Acknowledger version for all applicable users.

#### What will be required to execute this change?

A testing phase.

A distribution phase.

ACS-BAC leadership will need to update their internal bulletin.

#### What is the expected end state of the system after this change?

All users will have access to the newest version of Alarm Acknowledger.

#### What assumptions, if any, are being made about the state of the system at the time of this change?

The current version that users have access to is outdated.

##Impact / Risk Assessment

#### Why is it necessary? What is the impact of not making this change?

All users will remain using an old version until the update can be completed. The requested change/modification will not be able to be uploaded.

#### Why does this activity or change need to be done under MCM? Can it be safely automated?

There is no way to automate this task. Program must be manually uploaded to shared drives and distributed via email to all non BAC users.

#### Are there any related, prerequisite changes upon which this CM hinges?

Not for this version.

#### What teams, services or functionality will be impacted?

ACS-BAC will be required to update their version manually for each user and reflect the changes in their internal bulletin.

#### How has this change been tested to verify it’s safe for production?

It has gone through a testing phase in order to confirm there are no issues.

##Affected Services

N/A

#### Does this change involve other dependencies? Are they aware of this CM and on the cc-list or approvals for it?

ACS-BAC leadership is required to update their internal bulletin.

##Worst Case Scenario

There is an error with the new version that wasn’t caught during testing and all departments need to revert back to the previous version.

#### How does this CM attempt to mitigate this risk?

By providing a testing phase prior to launching the program.

##Rollback Procedure

The previous version of the program is uploaded to the shared drive and sent out via email to all non BAC users.