Change Management and Data Integrity Discussion

Tuesday, April 20, 2021

1:01 PM

**Attendees:** Seun Mafi, Ashish Joshi, Bill Mullins, Michael Bavasso, Jeanne Wills, Daniel Benner, Daniel Rodrigues

**Date:** April 20, 2021

**Location:** WebEx

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**Michael:** Look at the timeline above. Are we still in scope to finish-up based on dates?

**Bill:** First week of April is not when we are deploying. We are on schedule for deployment time frame. Might be beyond that, but we consider this the correct timeframe.

**Michael:** For R2, you still in deployment?

**Bill:** Yes, Our initial planning was to release one and two.

**Michael:** Our primary topic today is **change management**. You said the schedule might not be up to date. If we ask what type of test will be performed before final release. We see DEV and QA. What is this?

**Bill:** We go through the functions of the application. We do a UAT (User acceptance test). The QA component will be the QA team. Going through the requirements. Making sure it is being effectively met through the function of the application. For instance, if an email goes out, they will look to see if it was addressed in UAT. UAT is a comprehensive testing from user perspective. They try to coordinate with QA to make sure nothing is repeated. End to end is segmented out. The QA team does the end to end. Means not only ensure supplication does what it is supposed to do, but partner applications are sending the necessary information to and from.

We are the third-party team, we have TPMS. Across different application teams.

**Michael:** As far as release, from DEV to UAT. Whichever part you follow. Who is making the change migration?

**Bill:** We do work with our release process as early as possible. Code from DEV is checked in. Code management tools from start. Tags and labels. Managing the release process. We strive to use the same process.

**Michael:** As far as SimpleDose, we are not looking at RxConnect. Your DEV team checks to see the code is accurate?

**Bill:** They help to manage the release process. In the early phase it’s the DEV team, then after that, it is the configuration team. We might need to ask **Padma** to get a better understanding of which team handles what.

**Michael:** Defect management. Everything doesn’t go right the first time. What do you have in place to manage defects?

**Bill:** We track defect. We track everything in team track, if I'm correct. I don't know for certain if its split between the waterfall and Agile. We worked through these to have a unified approach. Pretty sure it’s all team track, but not certain.

**Michael:** So quality central and team track are two different processes?

**Bill:** We have a new way to develop test cases. Not sure if the output goes to quality central or not.

**Michael: Mazzuchelli Anna** - , Does she work for your team or enterprise SMA.

**Bill:** She worked with the third-party team for more than a dozen years. They split the team into separate groups. It’s not so much the enterprise team, but the retail team.

**Michael:** Third party, external to CVS?

**Bill:** it means we deal with those pairs that are third party to CVS. Your insurance payers are third party to CVS for example. We (Bill and team) are the third-party team. We deal with these folks.

**Michael:** She works for us. Want to get a track of who is who. We don't want to go past the boundaries of SDA. Making sure to look at what we can or cannot.

**Ashish:** How many changes have been made since the inception of this SimpleDose project.

**Bill:** Just three, one in December, 1.1 in Feb, 1.2 in April.

**Ashish:** These were all planned changes, no emergency changes?

**Bill**: None so far.

**Michael:** We will most likely have to do a follow-up. Might need to bring in **Anna** to speak on these components.

**Michael:** So emergency fixes. There have only been three so far? Defect. Do they go through the same process, or different?

**Bill:** Defect are tracked through "quality center" - need to verify. Same process but treated as a defect.

**CODE REVIEWS**

**Michael:** Any reviews to check that code meets security reviews.

**Bill:** We use **Checkmarks**.

**Michael:** Do you know what security mavens you have? Who is conducting these reviews?

**Bill:** We get the report from checkmarks

**Jeanne:** You have a security agent assigned to reviews? Security maven is determined. An SRA (Security risk advisor) is assigned to each project. SRA is different from the Maven.

**Michael:** Who is patching for your team?

**Bill**: There are system software where vulnerability is detected. They report to us that there is a system library that is aging out of software library.

**Michael:** Do you do regression testing?

**Bill:** We do not do regressing testing most times. Depending the size of the change. We might just do regression testing before putting into production.