**Simple Dose Audit #21170**

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**SME’s: Bill Mullins, Gaurav Sachdeva, Padma Ajit**

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| **Project Name** | **Project Type** | **Oversight** | **Lead** | **Sub-Lead** | **Staff** |
| 21170 - SimpleDose | Audit | Sarah Kubiak | Michael Bavasso | Seun Mafi | Dan Benner, Daniel Rodrigues, Ashish Joshi |

**Brainstorming**

* Application Processing = Michael, Seun
  + Job Scheduling – exceptions/failures.
    - How many batch jobs are involved with SimpleDose?
    - Who controls the job scheduler?
      * Add, Modifies, deletes
    - How is it being monitored?
    - How do you define whether a job completes successful or it doesn’t?
    - How are support staff notified of completion or error in job?
    - Is there an alert process?
    - Is there a backout process?
  + What are the automated/key jobs are being used?
  + Is there any documentation supporting the job steams?
  + Is there a UI?
    - Are there any manual components?

Application Processing

Job Scheduling Access

Job Scheduling Completion Alerts

Obtain listings of users with access to add, modify (update), schedule, execute, or delete in-scope job schedulers and perform testing to ascertain:

Access is appropriate based on job responsibilities.

Name, ID, Job Role/Title, when access was granted, when was access reviewed, Manager, any direct reports, access/RBAC codes are for job work, any privileges/restrictions

* Is there a segregation of duties in the scheduling functions?
* Was/is the individual user still in that function?

Get a sample of currently active jobs.

Obtain the schedule and perform testing to ascertain:

1. Recipients configured within the job schedulers are appropriate based on job responsibilities.
2. Production Support team personnel receive email notifications according to job schedule, whether job finishes or abends.
3. Job failures are addressed according to standards.