1. PURPOSE

This document provides detail on the assignment of personnel, including alternate delegates, to satisfy the roles required by JJV Polarion Governance Procedure.

1. SCOPE

This document is applicable to all JJV sites.

1. REFERENCES

| **Number** | **Title** |
| --- | --- |
| JJV-08-S011 | JJV POLARION GOVERNANCE PROCEDURE (VISION SHARED) |
| JJV-08-F008 | Polarion Application Request form |
| JJV-08-F007 | Polarion Enhancement Request form |

1. PROCEDURE
   1. The email address below can used to submit any request, report issues, bugs, or outrages.

JJV POLARION Request Submissions (JJVPOLARIONRequestSubmissions@jnj.onmicrosoft.com)

* 1. The table below contains the names, roles & e-mail addresses of the Johnson & Johnson Vision Polarion team members that should be contacted for escalating Polarion related issues.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Email address** |
| José M. Justiniano | Polarion Product Owner for JJV configuration | [JJustin5@its.jnj.com](mailto:JJustin5@its.jnj.com) |
| Danny Venkatesh | Polarion Product Owner for JJV configuration /  Polarion Admin /  Polarion Trainer | [Dvenkat1@its.jnj.com](mailto:Dvenkat1@its.jnj.com) |
| Christine Schaefer | Polarion Admin | [CSchaef1@its.jnj.com](mailto:CSchaef1@its.jnj.com) |
| Michael Campos | Polarion Admin | [mcampo25@ITS.JNJ.com](mailto:mcampo25@ITS.JNJ.com) |

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| **Revision** | **Change Summary** |
| 01 | Initial Release |