**Change Management Document**

**Release Details: POI-834-Database clean-up activity (Production Environment)**

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| Sr No | Description | Remark |
| 1 | **Change date** | 24/02/2023 Friday |
| 2 | **Change Time** | 23:00 to 23:30 |
| 3 | **Change management No** | CR\_Feb\_1 |
| 4 | * **Change Requestor** | Ramakrishna K |
| 5 | * **Change Owner** | Zaid Shaikh |
| 6 | * **Implementers** | Niranjan |
| 7 | * **Change Priority** | Medium |
| 8 | * **Change type** | Normal |
| 9 | * **Change Risk Level** | Low |
| 10 | * **Change Impact** | Low |
| 11 | * **Impact Details** | No business impact, as it is database storage clean-up activity |
| 12 | * **Downtime Required** | Yes |
| 13 | **Downtime Window** | 30 mins |
| 14 | **Stakeholders Informed?** |  |
| 15 | **Change Title** | Database clean up activity |
| 16 | **Change Descriptions** | We need to perform database clean up activity to free up the space, as it has reached almost close to 500 GB  Jira: <https://protean.atlassian.net/browse/POI-834> |
| 17 | * **CI  in scope** | PROD gateway GCP: 35.200.224.119 |
| 18 | * **Implementation Plan** | As we have Mumbai and Delhi region for gateway application, we will implement the attached steps. |
| 19 | * **Validation plan** | Validate if DB connection is fine post activity, cleaned space is visible or not |
| 20 | * **Rollback Plan** | Database for Mumbai region will get reconnected |
| 21 | * **UAT Signoff & Test evidences** | NA |

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| Approving Flow | Contact Person |
| Testing Lead | Vivek Rajak |
| DevOps Lead | Niranjan |
| Support Lead | Saurabhi P |
| Change Owner | Zaid Shaikh |
| Product Team | Nirmal/Dharmesh |
| ONDC | Neeraj/Supriyo |
| ONDC (In emergency) | Nitin Mishra |

**Notes:**

1. Development/DevOps team will provide Jira, scope, impact, downtime, implementation, rollback, validation plan of the changes
2. CAB/Walkthrough meeting with all key stakeholder a week in advance to explain change, implementation, risk, scope etc.
3. Testing team to add testing evidences and coverage. Any open point or bug present should be highlighted
4. Change preparation should strictly start 2 weeks in advance for Normal changes, scope of change should be clearly defined and freezed.
5. Change notification to be sent to all agreed stakeholders before implementing the change and post completion, mentioning success or failure and any leftouts.
6. Deployed Jira will be closed by putting change record number.
7. Change closure will have internal comments by mentioning if things went as planned or deviated and additional actions to avoid reoccurrence.