CORNERSTONE / UHEAA STAGE GATE APPROVAL PROCESS
July 2019

PRIORITY	- RESPONSE TIME
9	2 days
8-7	4 days
4-6	7 days
1-3	10 days

Please use discretion when using the implicit approval.

PERIODIC STRATEGY MEETING FOR NEW JOBS
Meeting includes relevant BU and Support Services staff. Meetings are scheduled as needed. Emails w/ job details are sent to relevant staff ahead of time.

In creating the Agenda Items to be discussed, please include a clear explanation of the FSA requirement or business issue need to be satisfied and the desired outcome.

BUSINESS REQUIREMENTS STAGE GATE
Send request through email. The B.A. will provide Requirements & Test Cases. The BU will provide Procedures, and Training Doc. Include BU management, Debbie, Jarom, Cody, Programmer and Analyst.
Cc P.M.
Approval is based on priority level. Debbie's approval is mandatory, Implicit approval is available for others at this Stage Gate.

IF BR NOT APPROVED
Rework accordingly and send back to BR / Spec Stage Gate

CODE STAGE GATE
Request is sent through SACKER after code completion. The programmer changes the SACKER court to Jarom and documents that Code Stage Gate approval is needed. Implicit approval is not available for this Stage Gate. Code review can occur anytime prior to Test Stage Gate.

IF BR/SPEC APPROVED
update documents with feedback, add approval to SACKER, and proceed to Code.

CCB Approval
Notify assigned project analysts at least 1 day before the weekly CCB meeting that there is a job needing CCB approval.
Implicit approval is not allowed.
Virtual CCB approval can be obtained for emergencies and with Debbie's prior approval.
CCB Approval includes: Debbie, Troy, Cody, Melanie, Jarom
(Minimum of 3 approvals required to move forward)

TEST STAGE GATE
Send through email to BU management, Debbie, Jarom, and Cody. You must receive a response from Debbie; implicit approval is not available for her for this stage. Include the Requirements and Test Cases in your email. CC the appropriate BU Rep. BU approval is not necessary but it gives the BU a status update.

TRAINING
The BA will work with the Training department as needed to complete training of appropriate staff. BU Managers must sign off in SACKER that training has been completed.

PROMOTION
The programmer creates promotion notes. This includes writing SQL scripts, if applicable. The BA references the promotion notes for promotion instructions.

SCHEDULING
SAS/SQL goes to Scheduling, unless it's on demand. On demand SAS go directly to PIR

COMPLETE

POST IMPLEMENTATION REVIEW (PIR)
The BU is assigned the PIR task to review the request post-implementation. The BU signs off on PIR in SACKER

If a request is promoted and is not working as expected, the request can be re-promoted through PIR. The re-promotion must be documented in SACKER.

If requirements/specs changes are needed, a new request must be created that goes through the entire stage gate process again.