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|  | **Yes** | **No** | **N/A** |
| **Non-expedited Requests** | | | |
| 1. Promotion notes exist when needed. |  |  |  |
| 1. Variables are used for dates and values used in multiple locations. |  |  |  |
| 1. Complex subqueries are commented to summarize data returned. |  |  |  |
| 1. SAS macros and macro variables are given descriptive names. |  |  |  |
| 1. Dataset are given descriptive names. |  |  |  |
| 1. Values are provided to all macro variables used to pass command line arguments - both test and production. |  |  |  |
| 1. DB2 query logic is used instead of SAS SQL and SAS Data Steps where practical. |  |  |  |
| 1. New requests for visual report are created using SSRS. |  |  |  |
| 1. New requests for non-visual data reports are created using SSIS. |  |  |  |
| 1. Local warehouse tables are used in place of OPENQUERY where appropriate. |  |  |  |
| 1. DW01\_A and DW01\_B are not queried directly. |  |  |  |
| 1. Newly added databases, tables, and columns follow current naming and data type conventions. |  |  |  |
| 1. All aliasing, tabbing and other formatting standards are followed. |  |  |  |
| 1. All code is committed and tracked using version control. |  |  |  |
| 1. “Fix” branches are discussed with manager before being merged into the current request branch. |  |  |  |
| 1. All GitHub tracked issues are resolved and marked as “Closed.” |  |  |  |
| 1. Active flags are checked for tables that have them, or comments are added that they aren’t needed. |  |  |  |
| 1. When comparing two fields with differing data types, cast them to be equivalent data types. |  |  |  |
| 1. Character fields should have a maximum length specified. |  |  |  |
| 1. All SSRS reports generated by the request are listed in the Implementation Tasks section of the Job Details. |  |  |  |
| 1. If this request is for a JAMS-run SQL job, it implements a try-catch that records the caught error in the ProcessLogs, ProcessNotifications, and ProcessLogMessages tables. |  |  |  |
| Code Stage Gate Reviewer: SIA Form is filled out |  |  |  |
| **Expedited Requests** | | | |
| 1. The update completely and safely resolves the Sacker issue. |  |  |  |
| 1. Promotion notes exist and thoroughly explain promotion steps for all involved. (Developers, IT, Business Analysts) |  |  |  |

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| **Recommendations (must provide at least one)** |
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