

**ELECTRONIC PRODUCT DISTRIBUTION PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW

## Description

This procedure describes the electronic distribution of software via the Air Force Center for Electronic Distribution of Software (AFCEDS), or Tape Transport Utility (TTU).

## Entry Criteria

Complete the following before beginning this procedure:

* Release Request Letter
* Version Control Document and Attachments (Base Level Integrated Support System (BLISS) listing for mainframe systems)
* Software being released to include Version Description Document (VDD) or a AF Form 636 - Systems Change Release Form
* Software being fielded
* Documentation (PDF format)
* Integrated Test Report (ITR)
* Release Turn-In Certification Form
* Notification POCs (e-mail addresses)
* AIS Point of Contact (regarding web page)

## Exit Criteria

The following work products are a result of completing this procedure:

* Software and all pertinent documentation

# PROCEDURE STEPS

## Project Manager

**Prepare and submit Release Request Letter.**

Prepare and submit the Release Request Letter to the Product Distribution Function. Ensure it includes the Version Control Document with attachments, ITR, Release Turn-in Certification Form, Appointment of Notification POCs, and AIS POC.

## Release Facilitator

**Receive Release Request Letter.**

Receive the Release Request Letter. Ensure it is documented properly and includes the Version Control Document with attachments, ITR, Release Turn-in Certification Form, Appointment of Notification POCs, and AIS POC.

## Release Facilitator

**Coordinate Release Request Letter.**

Route Release Request Letter to the Test Function upon receipt. Provide release number assigned in the Product Assurance Real-time Information System (PARIS) to AIS.

## Project Configuration Manager

**Turn in documentation.**

Turn in all applicable user documentation and the Version Control Document (with BLISS Listing and other attachments, if any) to the Test Function.

## Test Function and Operational Test Organization (OTO)

**Perform Qualification Test and Evaluation (QT&E) and Operational Test and Evaluation (OT&E).**

Accept the Release Package from the Project Configuration Manager. Perform QT&E and OT&E. Turn final Release Package in to the Product Distribution Function.

## Release Facilitator

**Help AIS define electronic release needs.**

Define end user download privileges in AFCEDS. Define efficient file size and protection required for system and documentation. Obtain POC for AIS.

## AFCEDS Administrator

**Create AIS distribution on AFCEDS.**

Update AIS information in the database via the Web. Edit and proof pages for spelling and format errors.

## AFCEDS Administrator

**Administer user account for system access.**

Identify how system will be protected. Define userid account requirements. Modify userids and passwords as required.

## AFCEDS Administrator

**Post updates to AIS.**

Insert and update release information in the database via the Web, attaching any necessary files. Archive outdated system and documentation. Update PARIS database.

## AFCEDS Administrator

**Administer AFCEDS Customer Support Mailbox.**

Monitor traffic flow for content and correct delivery. Create individual AIS project folders for Program Manager's review. Respond to mail directed specifically to AFCEDS. Create and maintain distribution lists for release notification.

## AFCEDS Administrator

**Package system for distribution.**

Coordinate with AIS on best method for distribution of system. Encrypt system and documentation. Compress system and documentation.

## AFCEDS Administrator

**Test web pages for end user functionality.**

Use different web browsers to reflect end user ability to access AFCEDS. Check page flow and image loading. Check each link for correct activity. Ensure correct content.