**Project Release Plan**

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| **Project Ref.** |  | **RFC** | 1954 | **Title** | AccMan Rewritten .net scripts |

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| **Role** | **Name(s)** | **Dept/Team** |
| Author(s) | Vipul Patel | ITS |
| Project Manager | Besson Jon | ITS |
| Customer | ITS | ITS |
| Developers | Ahmed Moin, Kelbrick Julia, Gundersen Richard, Patel Vipul | ITS |

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| **Summary of Release  *A brief summary of the release being carried out. This is NOT a design!*** |
| AccMan previously written in Perl will be deployed to production server replacing old Perl scripts to .net.  This release will update following component:   * AccMan backend (AccManBackendLibrary) |

**People**

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| **Implementers *People with direct roles in stage plan*** | | | | | |
| **Name** | **Initials** | **Manager** | **Role within release** | **Tel. No.** | **e-mail** |
| Vipul Patel | VP | Jon Besson | Implementer | 57002 | [V.Patel@salford.ac.uk](mailto:V.Patel@salford.ac.uk) |
| Kevin Kirwan | KK | Lee Collins | Database Administrator | 53235 | [k.kirwan@salford.ac.uk](mailto:k.kirwan@salford.ac.uk) |
| Richard Gundersen | RG | Jon Besson | Implementer | 56681 | [r.gundersen@salfrod.ac.uk](mailto:r.gundersen@salfrod.ac.uk) |
| Julia Kelbrick | JK | Jon Besson | Implementer | 53664 | [j.m.kelbrick@salford.ac.uk](mailto:j.m.kelbrick@salford.ac.uk) |
| Moin Ahmed | MA | Jon Besson | Implementer | 51727 | [m.ahmed1@salford.ac.uk](mailto:m.ahmed1@salford.ac.uk) |
| Paul Daniels | PD | Mark Wisniewski | Support Analyst | 52093 | [P.daniels1@salford.ac.uk](mailto:P.daniels1@salford.ac.uk) |

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| **Escalations (Specific) *Person without direct role in stage, but specific responsibility on escalation*** | | | |
| **Name** | **Escalation Trigger (Stage)** | **Tel. No** | **e-mail** |
| N/A |  |  |  |

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| **Escalations (Generic) *Line/Senior Management, without a specific escalation role*** | | | | |
| **Name** | **Initials** | **Role** | **Tel. No** | **e-mail** |
| Steve Harrison | SH | Applications Manager | 56748 | [s.harrison@salford.ac.uk](mailto:s.harrison@salford.ac.uk) |
| Jon Besson | JB | Application Development Team Leader | 54454 | [j.besson@salford.ac.uk](mailto:j.besson@salford.ac.uk) |
| Lee Collins | LC | IT Compute Manager | 56782 | [l.j.collins@salford.ac.uk](mailto:l.j.collins@salford.ac.uk) |
| Mark Wisniewski | MW | Applications Support Team Leader | 56230 | [m.wisniewski@salford.ac.uk](mailto:m.wisniewski@salford.ac.uk) |
| Wayne Tomkinson | WT | Head of Data Centres & Operations | 55098 | [w.tomkinson@salford.ac.uk](mailto:w.tomkinson@salford.ac.uk) |

**Pre-Requisites**

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| **Activities *Any activity that must be completed before release plan can go ahead. They must be completed before CAB or added to stage plan (if appropriate)*** | | | | |
| **Ref.** | **Description** | **RFC** (if relevant) | **Completion Date** | **Who?** |
|  | All configuration settings are known for AccMan production database | N/A | ?? | VP/RG/JK |
|  | Find a cohort to take for the snapshot test data | N/A | ?? | RG |
|  | All transactions Quartz triggers timings are known | N/A | ?? | VP/RG/JK |
|  | Prepare AccMan release files | 1954 | ?? | JK |

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| **Documentation** | | | |
| **Ref.** | **Description** | **Doc Ref.** (if relevant) | **Completion Date** |
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**Actions**

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| **Release Stage Summary** | | | **People** | | **Date/Time** | | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | | **Completion** | **ISSUE** |
| A | CHANGE | Stop All AccMan related activities | JK | RG | 02/11/2015  15:30 | 15m | | Complete in Summary only |  |
| B | CHANGE | Take snapshot of the test cohort as a benchmark | RG | JK, VP | 02/11/2015  15:45 | 15m | |  |  |
| C | CHANGE | Backup production Databases | KK |  | 02/11/2015  16:00 | 30m | | Complete in Summary only |  |
| D | CHANGE | Backup AccMan Backend scripts | JK | RG, VP | 02/11/2015  16:30 | 15m | | Complete in Summary only |  |
| E | CHANGE | Deploy AccMan Backend changes to production | JK | RG, VP | 02/11/2015  16:45 | 30m | | Complete in Summary only |  |
| F | CHANGE | Start all AccMan related activities | JK | RG | 02/11/2015  17:15 | 10m | | Complete in Summary only |  |
| G | PAT | Compare the results after Banner4Import incremental runs at 17:30 | JK | RG | 02/11/2015  17:45 | 30m | | Complete in Summary only |  |
| H | PAT | Compare the results after FULL Banner4Import runs at 19:30 | VP | RG, JK | 02/11/2015  20:00 | 15m | | Complete in Summary only |  |
| I | PAT | Compare the results after Banner4Import incremental runs at 9:30 | VP | RG, JK | 03/11/2015  09:45 | 15m | | Complete in Summary only |  |
| **Issue Management** | | | **People** | | **Date/Time** | | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Escalation** | | **Completion** | |  |
| ZA | ISSUE | Backout plan Mini | VP | RG | 02/11/2015 17:45 and 20:15 | |  | |  |
| ZB | ISSUE | Backout plan Full | VP | RG, JK | 03/11/2015 08:00 and 10:00 | |  | |  |

Key:

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| --- | --- |
| COMMS | All Communications, including: Intranet/internet, e-mail, phone, meeting |
| CHANGE | Any stages where changes are made to production systems |
| **FIREWALL** | Specialist CHANGE stage for Firewall Request and response |
| VALIDATE | Any validation of changes made |
| PAT | Specialist VALIDATE stage for Production Acceptance Testing |
| DECOM | Removal of any service, application, infrastructure, etc. |
| REF | Changes to reference material, documented processes, procedures, etc. |
| AUTH | Authorisation if a release requires a decision point |
| ISSUE | Action upon the failure of a stage (usually a VALIDATE stage) |
| BACKOUT | Specialist ISSUE invoking a Backout plan |

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| **Release Stage Process (optional) Should be used if any branching, decisions or parallel activities expected** |
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**Records**

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| **Exceptions to Project Gateways** | | | | | |
| **Ref.** | **Gateway Name** | **Gateway Ref.** | **Summary** | **Allowed By** | **Date** |
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| **Licence Changes** | | | | | |
| **Company** | **Title** | **Supplier** | **Licence Model** | **Add/Delete** | **Quantity** |
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| **Asset/CI Changes** | | |
| **Name** | **Add/Remove/Modify** | **Description** |
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| **Service Changes** | | |
| **Name** | **Add/Remove/Modify** | **Description** |
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**Approval Dates**

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| **Area** | **Purpose of Approval** | **Name** | **Date of Approval** |
| **Project Management** | *Confirm Gateways have been passed and exceptions noted. Overall completeness of Release Plan* | Jon Besson | ?? |
| **Architecture/Design** | *Confirm Release is validated against design. Overall completeness of Release Plan* | n/a | n/a |
| **Purchasing** | *Confirm Licensing is in place* | n/a | n/a |
| **Development** | *Confirm Development is complete and to specifications and standards* | Steve Harrison | CAB |
| **Test** | *Confirm that appropriate testing has been completed successfully within acceptance criteria* | Julia Kelbrick | ?? |
| **Support** | *Confirm that resource and skills for release, post-release, 3rd party are in place* | n/a | n/a |
| **Operations** | *Confirm that resource and skills for release, post-release, 3rd party are in place* | Lee Collins | CAB |
| **Desktop** | *Confirm that resource for release and post-release are in place and service handover is appropriately planned* | n/a | n/a |
| **Service** | *Confirm that resource for release and post-release are in place and service handover is appropriately planned* | Cherylea Towers / Mark Wisnieski | CAB |
| **Business** | *Confirm agreement with go live dates and communication plans, etc.* | n/a | n/a |

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| **CAB** | *Approve release on documented schedule* |  | **??** |

**Appendix A – Release Stages**

Key:

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| --- | --- |
| COMMS | All Communications, including: Intranet/internet, e-mail, phone, meeting |
| CHANGE | Any stages where changes are made to production systems |
| **FIREWALL** | Specialist CHANGE stage for Firewall Request and response |
| VALIDATE | Any validation of changes made |
| PAT | Specialist VALIDATE stage for Production Acceptance Testing |
| DECOM | Removal of any service, application, infrastructure, etc. |
| REF | Changes to reference material, documented processes, procedures, etc. |
| AUTH | Authorisation if a release requires a decision point |
| ISSUE | Action upon the failure of a stage (usually a VALIDATE stage) |
| BACKOUT | Specialist ISSUE invoking a Backout plan |

Copy and paste the stage summary entry to replace the empty one in the stage.

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 15:30 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| A | CHANGE | Stop AccMan Related activities | JK | RG |  | 15m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| Following activities will be stopped prior to the release   * Stop Console Scheduler service from “C:\ConsoleSchedulerService” folder by typing “exit” command. * Stop Console Scheduler service for Scripts from “C:\ ConsoleSchedulerServiceScripts” folder by typing “exit” command * Disable Banner4Import Full service from Task Scheduler * Disable Banner4Import Incremental service from Task Scheduler * Disable “Start AccMan Perl Script” task under Task Scheduler * Disable “Stop AccMan Perl Script” task under Task Scheduler * Stop and put holding page for Password Reset website in UOS-P-AMFE-02 * Stop and put holding page for AccMan selfactivation website in UOS-P-AMFE-02 * Stop and put holding page for AccMan Frontend website in UOS-P-AMFE-01 * Stop and put holding page for AccMan Staff Self Activation website in UOS-P-AMFE-01 * Stop and put holding page for Associate Request website in UOS-P-AMFE-01 * Stop Perl scripts (stop.bat) using shortcut on desktop. * Stop PowerShell script using shortcut on desktop | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 15:45 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| B | CHANGE | Take snapshot of the test cohort as a benchmark | RG | JK, VP |  | 15m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| RG to take snapshot of the test cohort as a benchmark. | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 16:00 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| C | CHANGE | Backup Databases | KK |  |  | 30m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| Kevin to take Backup of **Mail, Associate and IDM** databases on **accman.salford.ac.uk** database server. | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 16:30 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| D | CHANGE | Backup AccMan backend scripts | JK | RG, VP |  | 15m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| Julia to take backup of existing AccMan backend scripts.   * Backup Consolescheduler files from c:\ConsoleScheduler folder * Backup ConsoleScheduler for Script files from C:\ConsoleSchedulerScripts folder | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 16:45 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| E | CHANGE | Deploy changes to production | JK | RG, VP |  | 30m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| Julia to deploy changes to production server. Make sure all the configuration settings are correct.   * Deploy changes to Consolescheduler folder under c:\ConsoleScheduler * Deploy changes to ConsoleScheduler for Script folder under C:\ConsoleSchedulerScripts | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 17:15 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| F | CHANGE | Start all AccMan related activities and check Log | JK | RG, VP |  | 10m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| JK will start all AccMan related activities   * Start Console Scheduler service from “C:\ConsoleSchedulerService” folder. * Start Console Scheduler service for Scripts from “C:\ ConsoleSchedulerServiceScripts” folder. * Remove holding page (App\_offline.htm) from Password Reset IIS website’s root folder in UOS-P-AMFE-02 * Remove holding page (app\_offline.htm) from Self Activation IIS website’s root folder in UOS-P-AMFE-02 * Remove holding page (app\_offline.htm) from AccMan Frontend IIS website’s root folder in UOS-P-AMFE-01 * Remove holding page (app\_offline.htm) from AccMan Staff Self Activation IIS website’s root folder in UOS-P-AMFE-01 * Remove holding page (app\_offline.htm) from Associate Request IIS website’s root folder in UOS-P-AMFE-01 * Start PowerShell script using shortcut on desktop * Check the log file for any error. If any error, please follow steps from stage-**ZA** | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 17:45 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| G | PAT | Compare the results after Banner4Import incremental runs at 17:30 | JK | RG, VP |  | 30m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| JK to start comparing results after first banner4import incremental runs after 17:30. If error, follow steps from Stage-ZA (mini backout plan) | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 02/11/2015 20:00 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| H | PAT | Compare the results after FULL Banner4Import runs at 19:30 | VP | RG, JK |  | 15m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| VP/RG to access local PC remotely to compare results after first banner4import FULL runs after 19:30. If error, follow steps from stage-ZA(mini backout plan) | | | | | | | | |

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| **Release Stage** | | | **People** | | **Date/Time:** 03/11/2015 09:45 | | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Planned** | **Duration** | **Completion** | **ISSUE** |
| I | PAT | Compare the results after Banner4Import incremental runs at 09:30 | VP | RG |  | 15m | Complete in Summary only |  |
| **Detail** | | | | | | | | |
| VP to start comparing results after banner4import incremental runs after 09:30. If error, follow steps from Stage-ZB (full backout plan) | | | | | | | | |

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| **Issue Management** | | | **People** | | **Date/Time:** 02/11/2015 17:45 and 20:15 | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Escalation** | **Completion** |  |
| ZA | ISSUE | Backout plan Mini | VP | KK | Complete in Summary only | Complete in Summary only |  |
| **Detail** | | | | | | | |
| For any reason if this release failed during stage-H or I, all activities needs to stop   * Perform STAG-A (stop all AccMan related activities) * Email everyone who’re involved to inform about the failure and ask them to get ready to perform steps from stage ZB (Full backout plan) | | | | | | | |

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| **Issue Management** | | | **People** | | **Date/Time:** 03/11/2015 08:00 and 10:00 | |  |
| **Stage** | **Type** | **Title** | **Lead** | **Other** | **Escalation** | **Completion** |  |
| ZB | ISSUE | Backout plan Full | VP | KK, RG, JK | Complete in Summary only | Complete in Summary only |  |
| **Detail** | | | | | | | |
| For any reason if this release failed, previous version will be restored from the backup taken during the release.   * Perform STAG-A (stop all AccMan related activities) * Restore Consolescheduler files to c:\ConsoleScheduler folder * Restore ConsoleScheduler for Script files to C:\ConsoleSchedulerScripts folder * KK to restore Mail, Associate, IDM databases in Accman.salfrod.ac.uk server * Start ConsoleScheduler from c:\ConsoleScheduler folder * Start ConsoleScheduler for Scripts from c:\ConsoleSchedulerScripts folder * Remove holding page (App\_offline.htm) from Password Reset IIS website’s root folder in UOS-P-AMFE-02 * Remove holding page (app\_offline.htm) from Self Activation IIS website’s root folder in UOS-P-AMFE-02 * Remove holding page (app\_offline.htm) from AccMan Frontend IIS website’s root folder in UOS-P-AMFE-01 * Remove holding page (app\_offline.htm) from AccMan Staff Self Activation IIS website’s root folder in UOS-P-AMFE-01 * Remove holding page (app\_offline.htm) from Associate Request IIS website’s root folder in UOS-P-AMFE-01 * Start PowerShell script using shortcut on desktop * Start Perl Script using shortcut on Desktop * Enable Banner4Import incremental task from Task Scheduler * Enable Banner4Import FULL task from Task Scheduler * Enable “Start AccMan Perl Script” task under Task Scheduler * Enable “Stop AccMan Perl Script” task under Task Scheduler | | | | | | | |

**Appendix A – Configuration Properties**

## Config Properties

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| Property Name | Description | Production Value |
| Host Name | Accman.salford.ac.uk | Accman.salford.ac.uk |
| Database Name | Mail | Mail |
| Database User | AccMan | AccMan |
| Database Password | Will be sent out in separate email | Will be sent out in separate email |

**Appendix B – Post Approval**

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| **Issues during release** | | |
| **Stage** | **Description** | **Mitigation, Escalation or Response** |
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| **Amendments to release** | | | |
| **Stage** | **A/D/M** | **Description** | **Authorisation** |
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| **Date Release Completed** |  |

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| **Date Returned to CAB** |  |