

EWS Deprecation Process

- After production release of a new version (T), the old version will stay for 90 days as a transition period and will be deprecated after 90 days.
- Manage a list of important clients and make sure that they are migrated on time.
- Monitor the usage on the old version versus the new version.

Step	Description	Ownership	Timeframe
Sandbox Usage	Start monitoring sandbox usage for the external / internal clients every week	Jackman Cheung / Chris McNeal	T+30
Production Usage	Start monitoring production usage for the external / internal clients every week	Jackman Cheung / Chris McNeal	T+60
Usage Report	What percentage of usage is on the old version versus the new version?	Arthur Chen	T+60
Count down	Notify the clients on tech portal and by email 2 Week Notification Template	Jackman Cheung	T+60 to T+90

| Deprecation | Deprecate the old version (code and docs) | Arthur Chen | T+90 |

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