Guidelines for the Thursday CAB meeting

Article ID: KB0024447
Created: 2023-03-08 15:04:39
Updated: 2023-03-08 15:05:01
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/c39a6bc26fb9860070404a950d3ee41e', 'value': 'c39a6bc26fb9860070404a950d3ee41e'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/fc7d1a0987177494e3f297d83cbb3570', 'value': 'fc7d1a0987177494e3f297d83cbb3570'}

The goal of the Thursday CAB is to cover changes which were already in progress of getting sign off but could not obtain them before the Wednesday CAB.

To ensure the QA and implementation teams do not get overwhelmed with new changes, the following guidelines have been set for what changes can be reviewed on Thursdays.

QA signoff after 11 AM ET Wednesday will only be allowed for changes the QA team is already testing as of Wednesday.Changes which are created after 11 AM ET Wednesday will not be covered in the Thursday CAB.This will cover Moderate and High Risk changes between Thursday 11 AM thru the following Wednesday at 11 AM.

Since this should not be a large amount of changes and we will not be reviewing other items (such as the release calendar), the Thursday CAB will be scheduled for 30 minutes, 11 – 11:30 AM ET.

DBAs, Middleware and UNIX team must be notified of tasks required by them for CAB related changes by the EOD Monday, the same as the Wednesday CAB.