# Appendix B: Archive Workflow Checklist

This checklist assumes that ITCD has approved a WR for archiving, CM has been notified, and CM has requested an accession number from FRC, downloaded applicable forms, completed and uploaded the forms. (See section 6.0.)

| **Task** | **Responsible Party** | **Dependencies/Predecessors** | **Complete** |
| --- | --- | --- | --- |
| 1. Notify Operations that forms are ready. | CM | Forms downloaded and completed, saved on shared drive. | 12/12 |
| 1. Identify documentation and forward to Operations to save onto storage media with the code at Step 11. | CM |  | 12/12 |
| 1. Download, print completed forms and labels, and apply labels as necessary. | Operations | Step 1 & 2 | 12/12 |
| 1. Identify dependencies (contained in architecture diagram and/or interface control document (ICD)). | App Dev/Ops | WR approved |  |
| 1. Identify and remove links on Web sites. | App Dev | WR approved |  |
| 1. Update ICD in RAM. | App Dev | Step 5 | 12/18 |
| 1. Remove code from repository from GITHUB | CM | Step 6 | When CR is approved |
| 1. Request database dump from DBAs. | Operations | Step 7 |  |
| 1. Provide database code (if applicable). | DBA | Step 8 |  |
| 1. Delete Launchpad profile. | Engineering | Step 9 | 12/18 |
| 1. Save all documents and code on storage media. | Operations | Step 10 |  |
| 1. Archive Dev/Stage environments. | Engineering | Step 11 | 12/18 |
| 1. Execute Decommission CR. | Operations | Step 12 |  |
| 1. Deliver packaged archive to FRC and Application Business Owner. | DM | Step 13 |  |
| 1. Retire NAMS workflow. | NAMS Administrator | Step 14 |  |
| 1. Retire app/website in RAM, STRAW, and APAT, then ask WR requester to close WR in WRIS. | CM | Step 15 |  |

Ask Michael Newell to retire CMTS in NAMs

Update status and state what is complete and what is left

| **Task** | **Responsible Party** | **Dependencies/Predecessors** |
| --- | --- | --- |
| 1. Notify Operations that forms are ready. | CM | Forms downloaded and completed, saved on shared drive. |
| 1. Identify documentation and forward to Operations to save onto storage media with the code at Step 11. | CM |  |
| 1. Download, print completed forms and labels, and apply labels as necessary. | Operations | Step 1 & 2 |
| 1. Identify dependencies (contained in architecture diagram and/or interface control document (ICD)). | App Dev/Ops | WR approved |
| 1. Identify and remove links on Web sites. | App Dev | WR approved |
| 1. Update ICD in RAM. | App Dev | Step 5 |
| 1. Remove code from repository. | CM | Step 6 |
| 1. Request database dump from DBAs. | Operations | Step 7 |
| 1. Provide database code (if applicable). | DBA | Step 8 |
| 1. Delete Launchpad profile. | Engineering | Step 9 |
| 1. Save all documents and code on storage media. | Operations | Step 10 |
| 1. Archive Dev/Stage environments. | Engineering | Step 11 |
| 1. Execute Decommission CR. | Operations | Step 12 |
| 1. Deliver packaged archive to FRC and Application Business Owner. | DM | Step 13 |
| 1. Retire NAMS workflow. | NAMS Administrator | Step 14 |
| 1. Retire app/website in RAM, STRAW, and APAT, then ask WR requester to close WR in WRIS. | CM | Step 15 |

Tasks

|  |
| --- |
| Task Name |
| Request and gain Accession Number |
| Download, complete, and upload media labels |
| Identify dependencies from ICD |
| Identify and remove links on Web sites |
| Update ICD in RAM |
| Remove code from repository |
| Request DB dump from DBAs |
| Provide database code (if applicable) |
| Delete Launchpad profile |
| Save all code on storage media |
| Archive dev/Stage environments |
| Execute Decommision CR |
| **Deliver Media and Documentation** |
| Deliver Approved Media to FRC and Application Owner |
| **Post CR Activities** |
| Shutdown VM |
| Update RAM |
| Update NAMS |
| Update APAT |
| Update STRAW |
| Gain Concurrence from Customer to Close WR |

Remaining tasks

|  |  |  |
| --- | --- | --- |
| % Complete | Task Name | Resource Names |
| 0% | Identify dependencies from ICD | App Dev/Ops |
| 0% | Identify and remove links on Web sites | App Dev |
| 0% | Update ICD in RAM | App Dev |
| 0% | Remove code from repository | CM |
| 0% | Provide database code (if applicable) | DBA |
| **0%** | **Deliver Media and Documentation** |  |
| 0% | Deliver Approved Media to FRC and Application Owner | DM/PM |
| **0%** | **Post CR Activities** |  |
| 0% | Shutdown VM | OPS |
| 0% | Update RAM | CM |
| 0% | Update NAMS | NAMS Admin |
| 0% | Update APAT | CM |
| 0% | Update STRAW | CM[50%] |
| 0% | Gain Concurrence from Customer to Close WR | CM |

|  |
| --- |
| Task Name |
|  |
|  |
|  |
| Identify dependencies from ICD |
| Identify and remove links on Web sites |
| Update ICD in RAM |
|  |
| Remove code from repository |
|  |
| Provide database code (if applicable) |
| Delete Launchpad profile |
|  |
| Save all code on storage media |
| Archive dev/Stage environments |
| Execute Decommision CR |
| **Deliver Media and Documentation** |
| Deliver Approved Media to FRC and Application Owner |
| **Post CR Activities** |
| Shutdown VM |
| Update RAM |
| Update NAMS |
| Update APAT |
| Update STRAW |
| Gain Concurrence from Customer to Close WR |