**Request For Change**

|  |  |  |
| --- | --- | --- |
| **Change Identification** | | |
| **Requestor’s Information** | | |
| **IS/IT Entity** | **Submitted By (1st name / last name)** | **Date (dd/mm/yy)** |
| Entity | SubmittedBy | Date |
| **Qualification of request** | | |
| Major | Medium | Minor |
| **Priority** | | |
| 1 | 2 | 3 |
| **Regulated Environment** | | |
| GxP Impact | SOA Impact | No Impact |
| **Expected Finish Date** | | |
| **Date (dd/mm/yy)** | **Hour (hh:mm)** | **Duration (hh:mm)** |
| ExpectedFinishDate | ExpectedFinishHour | ExpectedFinishDuration |
| **Reason for Change / Change Reason Attached** | | |
| **Change reason:**  ChangeReason  **Environment: Environment**  **Server Information:**  **Impact on the service level of the application and/or platform:**  ImpactOnService | | |

|  |
| --- |
| **Description of Request / Description Attached** |
| **Important:**  The screenshots are used to guide the user, **please do not input the values on the screenshots instead follow the relevant instructions associated with each screenshot to input the correct values.**  **Backups:**   * + **WEB:** Backup is done automatically by MASPCOPY when the setup is executed.   + **DATABASE:** Please do a backup of the schema before proceeding.   **Maintenance:**  **Stop the website for deployment (To do on each WEBSERVER)**   * + Open IIS   + Expand Sites and find **RCP**   + Right Click on RCP > Manage Web Site > Stop |

|  |
| --- |
| **Description of Request / Description Attached** |
| **WEB Deployment (See section on MaspCopy for more information about using MaspCopy):**  **[Path to mcop file] :**  PathToFile  **[mcop file] :**  FileName  **[Folder to store mcop result] :**  PathToStoreResult  **DATABASE Deployment:**  **[Path to database script] :**  PathToFile  **[Script]:**  FileName  **[Folder to store result] :**  PathToStoreResult  **WEB.CONFIG modifications (Please do not copy paste):**  On each web.config at the following location :  PathToFile  Find the tag **fullversion** and change to x.x.x.x  **Example**  <applicationInfo code="RCP" environment =" xxx " fullversion=" x.x.x.x " />  **Set site back online:**  **Start the website after deployment (To do on each WEBSERVER)**   * + Open IIS   + Expand Sites and find **RCP**   + Right Click on RCP > Manage Web Site > Start |

|  |
| --- |
| **Required Testing / Test Plan Attached** |
| **Link to RCP:**  Open the following URL and checked that the website is running:  RequiredTestingURL |
| **Roll Back / Roll Back Attached** |
| **Important:**  This part should be executed only if the setup process **failed, and only for the concerned deliverable.**  **WEB Rollback (See section on MaspCopy for more information about using MaspCopy):**  **[Path to mcop file] :**  PathToFile  **[mcop file] :**  FileName  **[Folder to store mcop results] :**  PathToStoreResult  **DATABASE Rollback:**  **[Path to database script(s)] :**  PathToMcop  **[Script(s)] :** McopFile  **[Folder to store results] :**  McopFileResults |

|  |  |  |  |
| --- | --- | --- | --- |
| **Information** | | | |
| MaspCopy for deployment :  * + Run executable MaspCopy.exe available in the following folder (take the latest version) : [\\Gtavsfs03\FileService\Factories\_Dev\Livraisons\MCOP\20100218\_v1.7.0.0\bin](file:///\\Gtavsfs03\FileService\Factories_Dev\Livraisons\MCOP\20100218_v1.7.0.0\bin)   + Choose menu « Fichier > Ouvrir »   + Choose the file **[mcop file]** to open, available in: **[Location of mcop]**.   + Click on « Outils > Vérifier les chemins et droits » and verify on the console that the action is being carried out corretly.     - * If the verification is not correct, then register the console in the folder **[Location to save the output]** by selecting « Enregistrer sous… » in the menu of the console and contact the person responsible for the request.   + Click on « Outils > Exécuter » and verify on the console that the action is being carried out corretly. * If execution gives errors then register the console in the folder **[Location to save the output]** by selecting « Enregistrer sous… » in the menu of the console and contact the person responsible for the request.   + In all case, save results: Click on « Fichier : Enregistrer les résultats », location : **[Location to save the output].** Verify the extension while saving if it is in csv. If not the case, then click on the row of the action table and restart.   **Important:**  MaspCopy needs the installation of Framework .Net 3.5 on the machine from which it will be run. | | | |
| **System Impact** | | | |
| Servers except infrastructure | Infrastructure Servers | | Database |
| LAN |  | | SAN |
| Application | Environment | | Others(Description Needed) |
| **Configuration Item(For DOSG internal use)** | | | |
|  | | | |
| **Site Impact(location or global)** | | | |
|  | | | |
| **Change Manager’s Information** | | | |
| **RFC Number (HPSD Ticket ID)** | |  | |
| HPSD Ticket ID | |  | |
|  | | | |
|  | | | |

**For Validated Environments**

|  |  |
| --- | --- |
| **Change Request Validation** | |
| **Requestor and Change Manager Information** | |
| Change accepted | Change rejected (motivation) |
| Approval to Proceed / Rejected | If needed (Validated Environment) |
| Requester       Date  Change Manager       Date | Application Owner       Date  Quality Representative       Date |
| Implementation Review | |
| **Requestor and Change Manager Information** | |
| Implementation tested and approved | Implementation rejected / Roll Back used (explanation) |
| Approval to Close the Change | If needed (Validated Environment) |
| Requester       Date  Change Manager       Date | Application Owner       Date  Quality Representative       Date |
| **Comments** | |
|  | |