**Checklist to execute the Delete / Update task:**

Before executing the task, please ensure to confirm these details like

* Identify the resource type (Database, Server, Application, Storage bucket etc). Understand its purpose & dependencies in the system. Check if resources are in active use or not.
* Inform the Customer or Relevant about the planned deletion. Obtain approval from stakeholders / Resource owners.
* Identify any dependent applications, services or systems.
* Create a backup of the resources especially if it contains data (Database, Storage bucket).
* Record the details about the resources being deleted like Environment /

Subscription / Resource Group / Name / ID / Configurations).

* Note the reason for deletion & approval.
* Update the documentation to reflect the changes.
* Ensure the deletion operation aligns with organizations policies.
* Check if the resource is being accessed by the end users or internal teams.
* Confirm if the resource is idle or unused.
* Deployment / Deletion / Modification should be done in the presence of Team Lead.
* Start the deletion in a DEV environment.
* Verify the resource is successfully deleted.
* Confirm there is no residual impact on system performance.
* Remove the references to the deleted resource from configuration files or scripts.
* Share the lessons learned or improvements with the team for future deletions.

**Deployment Guideline**:

* For Deletion related task, Create a child task in Azure DevOps Board.
* Firstly check & prepare the plan for task, then take formal approval from Customer.
* First perform the Deployment / Creation / Modification / Deletion task in DEV environment.
* Then Test & Review it, once it is successful only then proceed with QA environment. Proper maintain time gap in Between Dev, QA environment activity.
* Again Test & Review it, once it is successful only then proceed with PRD environment. Proper maintain time gap in Between QA & PRD environment activity.

**Document of the Deployment process:**

* Maintain the clear documentation for the deployment steps, Rollback plan & troubleshooting.

**Security Practices:**

* Limit the deployment access to authorized personnel only.
* Regularly scan for security vulnerabilities in dependencies.

**Post Deployment:**

* Perform quick checks on core functionalities after deployment.
* Collect feedback from users& team members for continuous improvement.

**Guidelines for a New Joiner:**

* Primary CWID needs to be created after that candidate can access the GitHub Bayer Wiki documentation. Before starting the work, please go through the architecture & guidelines in the below link.

<https://docs.int.bayer.com/ch-it/latest/Product_Platforms/DAA/>

* Customer interaction needs to be done with proper introduction.
* Request for the 2nd CWID with necessary permissions so that candidate can start his/her work.
* KT needs to be given to new joiner to understand the architecture & tasks.
* New joiners need to start work under the monitoring of team.

**Important links for the new joiner:**

[**https://dev.azure.com/bayerchanalytics/DataAnalyticsAccelerator/**](https://dev.azure.com/bayerchanalytics/DataAnalyticsAccelerator/)**devops portal**

[**https://portal.azure.com/#home**](https://portal.azure.com/#home) **Azure portal**[**https://github.com/bayer-int/CHDAA-PLATFORM-OPS-SCRIPTS/**](https://github.com/bayer-int/CHDAA-PLATFORM-OPS-SCRIPTS/) **Git hub**[**https://zp23813.west-europe.azure.snowflakecomputing.com/oauth/authorize?response\_type=code&client\_id=U3G7vO3pyXHyxuLxCzaY%2Ffg0rt5Pcg%3D%3D&scope=refresh\_token&state=%7B%22isSecondaryUser%22%3Afalse%2C%22csrf%22%3A%224e9ce462%22%2C%22url%22%3A%22https%3A%2F%2Fzp23813.west-europe.azure.snowflakecomputing.com%22%2C%22windowId%22%3A%220b90fc53-d47a-41b7-97b0-27799328b89c%22%2C%22classicUIUrl%22%3A%22https%3A%2F%2Fzp23813.west-europe.azure.snowflakecomputing.com%22%2C%22browserUrl%22%3A%22https%3A%2F%2Fapp.snowflake.com%2Fbay%2Fchdaadev%22%2C%22originator%22%3A%22started-by-cb100-2024-12-05T10%3A44%3A26.705623444Z%22%2C%22oauthNonce%22%3A%22RJoB7Yy5OJJYVwuf%22%7D&redirect\_uri=https%3A%2F%2Fapps-api.c1.westeurope.azure.app.snowflake.com%2Fcomplete-oauth%2Fsnowflake&code\_challenge=gOTMfTuR5VAyLRybAqNN248U8pfXghUUrNWG1-q-tC4&code\_challenge\_method=S256**](https://zp23813.west-europe.azure.snowflakecomputing.com/oauth/authorize?response_type=code&client_id=U3G7vO3pyXHyxuLxCzaY%2Ffg0rt5Pcg%3D%3D&scope=refresh_token&state=%7B%22isSecondaryUser%22%3Afalse%2C%22csrf%22%3A%224e9ce462%22%2C%22url%22%3A%22https%3A%2F%2Fzp23813.west-europe.azure.snowflakecomputing.com%22%2C%22windowId%22%3A%220b90fc53-d47a-41b7-97b0-27799328b89c%22%2C%22classicUIUrl%22%3A%22https%3A%2F%2Fzp23813.west-europe.azure.snowflakecomputing.com%22%2C%22browserUrl%22%3A%22https%3A%2F%2Fapp.snowflake.com%2Fbay%2Fchdaadev%22%2C%22originator%22%3A%22started-by-cb100-2024-12-05T10%3A44%3A26.705623444Z%22%2C%22oauthNonce%22%3A%22RJoB7Yy5OJJYVwuf%22%7D&redirect_uri=https%3A%2F%2Fapps-api.c1.westeurope.azure.app.snowflake.com%2Fcomplete-oauth%2Fsnowflake&code_challenge=gOTMfTuR5VAyLRybAqNN248U8pfXghUUrNWG1-q-tC4&code_challenge_method=S256) **Snowflake**[**https://bayersi.service-now.com/now/nav/ui/classic/params/target/%24pa\_dashboards\_overview.do**](https://bayersi.service-now.com/now/nav/ui/classic/params/target/%24pa_dashboards_overview.do) **Service now**

**Bayer Process:**

1: TCS platform team can connect with OH22 after discussion with Bayer regarding pipeline replated issues.