

MID -TIER / WWW MIGRATION FORM

Instructions on Page 2

PART 1 - TO BE COMPLETED BY DEVELOPER/PROGRAM MANAGER

1. APPLICATION NAME		2. PLATFORM	
3. DEVELOPER	4. PHONE NO.	5. OFFICE SYM	6. DATE
7. PR/SCR/TO/SP #		8. CLASSIFICATION <input type="checkbox"/> ROUTINE <input type="checkbox"/> CRITICAL <input type="checkbox"/> EMERGENCY	
9. JUSTIFICATION FOR EMERGENCY/CRITICAL			SIGNATURE
10. FULL FILE PATH, SPECIAL INSTRUCTIONS AND/OR LINK PROCEDURES			
11. PREVIOUS VERSIONS			
12. BRIEF DESCRIPTION FOR RELEASE NOTICE			
13. DESCRIBE CHANGES TO ACCESS IF APPLICABLE			

14. ENVIRONMENT LOCATION

DEV		NAME		IP ADDRESS	
QA		NAME		IP ADDRESS	
PROD		NAME		IP ADDRESS	

PART 2

1. ACCEPTANCE TEST	1a. TEST PLAN/RESULTS ATTACHED <input type="checkbox"/>	DATE	ORG
2. WEB MASTER REVIEW (DLIS-V)	NAME	DATE	
3. SCA/PR COORDINATION (DLIS-B)	DATE		
4. SECURITY TEST & EVALUATION	4a. TEST PLAN/RESULTS ATTACHED <input type="checkbox"/>	DATE	ORG
5. SCA/PR COORDINATION - CONFIGURATION MANGEMENT			
CM NAME	DATE	ORIGINAL	RESUBMIT
6. VERSION CONTROL			
CM NAME	DATE	DATE RETURN. TO DEV.	
7. ASSURANCE TEST	7a. TEST PLAN/RESULTS ATTACHED <input type="checkbox"/>	DATE	ORG
8. SCA/PR COORDINATION	DATE		
9. SOFTWARE QUALITY ASSURANCE:	CM NAME	DATE	RELEASE

INSTRUCTIONS FOR COMPLETING MID-TIER / WWW MIGRATION FORM

PART 1: Developer / Program Manager completes this part.

1. **APPLICATION NAME:** Provide a descriptive name of application (*MEDALS Web, CCR Letters etc.*)
2. **PLATFORM:** Provide the System Name that the application resides on. (*AS400, HP or WWW etc.*)
3. **DEVELOPER:** This should be the Name of the person who is doing the Developing.
4. **PHONE #:** Provide phone number of the Developer.
5. **OFFICE SYM:** Provide Office Symbol of Developer.
6. **DATE:** This should be the date the Migration form was written.
7. **PR/SCR/TO/SP#:** Provide number that has been assigned to the Problem Report (PR), System Change Report (SCR), Task Order (TO) or Special Project (SP).
8. **CLASSIFICATION:** Check one of the following:
 - Routine:** Application change has minimal or no impact on Mission Accomplishment.
 - Critical:** Application changes needed to prevent Mission degradation. Will require Division level signature in Block 9
 - Emergency:** Application changes needed to prevent Mission failure. Will require Directorate level phone call and signature in Block 9.
9. **JUSTIFICATION FOR EMERGENCY/CRITICAL:** Required only if Emergency or Critical enter "N/A" otherwise. State why this change must be made at this time and in the timeframe specified. Describe impact if not done in the desired timeframe. Provide required signatures.
10. **FULL FILE PATH, SPECIAL INSTRUCTIONS AND/OR LINK PROCEDURES:** Provide a brief description of what needs to be done (*Move LMTD830CL from QCLSRC in TLMTDSRC to QCLSRC in QLMTDSRC, etc.) and any special instructions (* There are FTP commands in LMTD830CL that need to have the library name changed from LMTDDTA to QLMTDDTA in order to test in the Q region. Then change them back when putting into production, etc.).
11. **PREVIOUS VERSIONS:** If this change must follow other specific changes, list the changes in order of implementation required.
12. **BRIEF DESCRIPTION FOR RELEASE NOTICE:** Provide a brief description of the reason for the Migration Form.
13. **DESCRIBE CHANGES TO ACCESS IF APPLICABLE:** Provide a brief description of any Access changes that this Migration Form may cause.
14. **ENVIRONMENT LOCATION:** Provide Environment Names (*DEV, QA & PROD*) and their locations.

PART 2:

1. **ACCEPTANCE TEST:** Initials, Date and Organization of functional performing acceptance testing. Attach Test Plan/Results and check appropriate box.
2. **WEB MASTER REVIEW (DLIS-V):** Initials and Date from DLIS-V Web Master Reviewer.
3. **SCA/PR COORDINATION (DLIS-B):** Initials and Date of the System Change Administrator (SCA) or the Problem Report (PR) Administrator.
4. **SECURITY TEST & EVALUATION (DLIS-B):** Initials and Date from DLIS-B Security. Attach Test Plan/Results and check appropriate box, if applicable.
5. **SCA/PR COORDINATION - CONFIGURATION MANGEMENT:** Date received in DLIS CM. Initialed by DLIS CM Manager. (*If Web release, this will be the date notification was sent to contractor to move to Q region*).
6. **VERSION CONTROL:** Initials and Date of DLIS CM Manager when moved to the Q region.
7. **ASSURANCE TEST:** Initials, Date and Organization of third-party tester performing Assurance testing. Attach Test Plan/Results and check appropriate box.
8. **SCR/PR COORDINATION (DLIS-BA):** Initials and Date of System Change Administrator (SCA) or the Problem Report (PR) Administrator.
9. **SOFTWARE QUALITY ASSURANCE:** Initials and Date of DLIS CM Manager when moved into Production. (*If Web release, this will be the date notification was sent to contractor to move to Production*)