

Division of Information Technology	Policy	
	Effective Date December 12, 2007	Date of Last Revision December 12, 2007

Chapter Name
4.0 INFORMATION MANAGEMENT (INTERNAL)

Chapter Number	Title
I.4.4	EAS Developmental Change Management

1.0 Purpose

The purpose of the EAS developmental change management policy is to document the methodology the Information and Communications Technology (ICT) Enterprise Application Services (EAS) team will utilize during the creation of and/or modification to intellectual technical objects.

2.0 Scope

This policy applies to the ICT Enterprise Application Services Team regarding the creation of intellectual technical objects that interface with the University's production database.

3.0 Policy

The ICT EAS team shall follow developed standards and procedures while creating intellectual technical objects that are utilized in the production environment. These include, but are not limited to, standards recognized by the software companies and training facilities throughout the country which have formalized documents published with such outlines and examples.

4.0 Responsibility for Implementation

The responsibility for implementation of this policy resides with the Director and Associate Director of ICT EAS team and the EAS team members.

5.0 Enforcement

Individuals violating this policy, or the promulgated standards, guidelines, and/or procedures may be subject to a production migration being placed on hold. The project's production migration may be held indefinitely until violations have been corrected to the satisfaction of the ICT EAS team.

6.0 Definitions

<u>Term</u>	<u>Definition</u>
Enterprise Applications Services (EAS)	Enterprise Application Services [Team] supports the core ERP (Enterprise Resource Planning) and peripheral systems currently in use at Eastern Michigan University.
Developmental	Banner non baseline development that is developed by EMU staff for EMU specific functionality. Also referred to as In-house development.
ICT	Information and Communications Technology.
Intellectual Technical Objects	Application programming objects - Pro-C, Pro-Cobol, SQL Scripts, Unix Shell Scripts, Perl, and any other programmable technical interfacing mechanism.
Production Database	EMU's official system of record for Enterprise Resource and Planning.
Production Migration	The process of moving a test script to a production database.

7.0 Revision History

<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
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ICT APS	Original request/proposed draft	10/10/06	
ICT APS	Kevin Bubb, Russ Blanton, Robert Gillespie, Patricia Hooley, Jim Licholat	November 29, 2006	
ICT APS	Robert Gillespie, Patricia Hooley, Jim Licholat	December 6, 2006	
Dawn Farmer	Edits per PRC meeting	March 19, 2007	
C. Popp	Submit to CIO	May 24, 2007	
L.Dorendorf	Modifications after CIO review	August 29, 2007	
A. Barr	Correction of Name	December 12, 2007	December 12, 2007
A. Barr	Prepare for publishing	February 6, 2008	