

Project Brief

Document Sign-off

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Karen Osterburg	Business Owner	21/11/16

Overview

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Scope:

1. All active EUCLID SITS environments - DEV , TEST , LIVE and TRN (& DUST) are upgraded to a supported version of SITS (expected to be 9.2.0 and then 9.3.0)
2. Testing to other dependent downstream systems: EUGEX and other systems directly connected to SITS
3. Refresh of all environments from LIVE
4. Performance testing before and after upgrades on all environments
5. Automation of read-only performance testing on LIVE environment

Not in Scope:

- This won't include end-to-end testing to all downstream systems fed from EUGEX, as no expected impact on EUGEX views which feed local school data feeds , feed to counselling , disability systems , PPMD .
- Load testing
- Resolution of existing performance issues in LIVE which are current at the time this project kicks off

Objectives:

1. Upgrade SITS Student Record to a supported version of SITS.
2. Minimise downtime for the LIVE system during upgrade
3. Refresh DEV, TEST, TRN, DUST from LIVE
4. Allow sufficient time for testing to reduce chance of critical post-go live issues

5. Minimise overall time duration of the upgrade project - so that there is minimal disruption to other project work (ie. quick back-to-back deployments into DEV / TEST / LIVE)
6. Deliver automated read-only performance testing on LIVE environment.

Acknowledging that Objectives 4 and 5 are in conflict with one another. The more time taken for testing in each environment, the slower the progression from DEV to TEST to LIVE, and more disruption to other projects although the testing should result in lower risk of issues in LIVE. Such testing time will be reduced by re-using automatic testing and performance scripts.

Main Deliverables:

1. Refresh DEV, TEST, TRN, DUST from LIVE
2. Upgrade EUCLID DEV (Dec 2016)
3. Complete peer test of DEV by SSP IS team, and any required re-work, and obtain downtime for STAR / EUGEX
4. Upgrade EUCLID TEST (Jan 2017)
5. Complete integration test of TEST by SSP BA, and any required re-work, and obtain downtime for STAR / EUGEX
6. Upgrade EUCLID TRN
7. Upgrade EUCLID LIVE
8. Upgrade EUCLID DUST
9. Refresh TEST from LIVE after LIVE upgrade
10. Update existing automated performance and testing scripts
11. Deliver automated performance test on LIVE (read-only test, based on test delivered under SAC055)
12. Automated performance test to be run regularly and results to be recorded and kept.

Benefits

- Student Record system remains within the standard support contract with SITS supplier Tribal
- Access to new functionality in new version
- Automated performance testing on LIVE will allow comparisons of performance before and after implementing changes on LIVE.

Success Criteria

- Minimum disruption to LIVE service during upgrade.
- Few open issues, and quick resolution of any critical issues in DEV / TEST, TRN and LIVE - as these could impact other project work and testing in DEV and TEST, and training in TRN, and will impact live users in the LIVE environment.
- Minimum impact on downstream systems.
- No long term degradation in the performance of the service.
- Read-only automated performance test can be run regularly on LIVE

Impact

Priority and Funding

Compliance - Priority 2- SSP Ring Fenced Funded.

Impact and Dependencies

There may be an impact on planned training events in the TRN environment.

There will also be periods of unavailability that could impact any other project relating to configuration or data within EUCLID or EUGEX, such as the Annual Timetabling rebuild and roll-forward.

There may be an impact on other UoE projects including SSP projects, as listed on the SSP programme:

Project Risks

Ref	Title	Impact	Probability	Risk	Risk Owner
1	Issues refreshing DUST environment may risk milestones	Low	Medium	GREEN	Defeng Ma
2	TRN refresh and upgrade dates cannot be confirmed.	Low	High	AMBER	Matthew Taylor
3	Lack of availability of SSP resources may impact project milestones	Medium	Low	GREEN	Karen Osterburg
4	Lack of Availability of IS Resources may impact project milestones	High	Medium	AMBER	Morna Findlay
5	Upgrade code may introduce bugs into existing processes	Medium	Low	GREEN	Luke Manley
6	Upgrade may adversely impact performance of application	Medium	Low	GREEN	Defeng Ma
7	Upgrade may take longer than expected as SITS application folders to be stored on network drive	Low	Medium	GREEN	Ewan Scott

Organisation

Work/Task Breakdown and Project Governance

Task	Deliverable	Owner
Project Management	Project authorisation, Planning and Project documents. Communication and coordination with stakeholders. Manage project, sign off, resources, budget and reporting.	Project Services
Build It	Review refresh procedure	SSP BA
	Refresh DEV, TEST, TRN environments	IS Dev Tech IS Apps Man, SSP BA
	Manage software update	SSP IS
	Scripts and refresh tasks	SSP IS
	Test Refresh DEV	SSP IS
	Test Refresh TEST and TRN environments	SSP BA, SS Operations
	Analyse Upgrade, User Stories	SSP BA
	Review upgrade procedure	SSP BA, Project Services
	Upgrade DEV Scripts	IS Dev Tech/ SSP IS
	Manage software updates, Configuration changes	IS Apps Man, Dev Tech, SSP IS
Check DEV Upgrade	SSP IS	
	Automate performance testing scrips for LIVE	SSP IS, IS Apps Man
Check It	Upgrade TEST -Scripts	IS Dev Tech, SSP IS, SSP
	Manage software updates, configuration changes	IS Apps Man , Dev Tech, SSP IS
	Check TEST upgrade- Manage SITS and downstream system communication	SSP BA
	ASOR	Dev Tech, IS Apps Man, SSP BA, SSP IS
Document & handover	Implementation plan	IS Dev Tech, IS Apps Man and SSP IS/BA
	Update existing TAD and review	IS Dev Tech, IS Tech Man
	Communications to LIVE users	SSP Operations
Deploy	Upgrade LIVE- Scripts	Dev Tech/SSP IS
	Manage software updates, configuration changes	IS Apps Man, Dev Tech
	Test LIVE Upgrade	SSP BA
	Manage SITS and downstream system communication	
	Upgrade DUST	Dev Tech/SSP IS
	Refresh TEST from LIVE	DevTech, SSP IS
Close It	Closure Review	Project Services, Dev Tech, SSP IS/BA, IS Apps Man, Student Systems operations

Resources Skills and Cost

[SSP IS Apps Estimate = 210 days](#), to be re-estimated after upgrade of DEv environment.

SSP Registry Estimate =120 days (for impact analysis and regression testing for the upgrade)

Project Milestones

18-Nov-2016	End of Planning
28-Nov-2016	Complete refreshes of DUST, DEV, TEST
05-Dec-2016	Upgrade DEV
05-Dec-2016	Deliver automated performance testing in LIVE
16-Dec-2016	Sign off DEV upgrade
19-Dec-2016	Refresh TRN
09-Jan-2017	Upgrade TEST
03-Feb-2017	Sign off TEST upgrade
06-Feb-2017	Upgrade TRN
25-Feb-2017	Upgrade LIVE
18-Mar-2017	Fallback date LIVE upgrade
24-Mar-2017	Deployment Sign off
03-Apr-2017	Refresh TEST from LIVE
10-Apr-2017	Upgrade DUST
21-Apr-2017	Close