

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT'S OF HUMAN SERVICES,  
INSURANCE AND AGING**

**INFORMATION TECHNOLOGY PROCEDURE**

Name Of Procedure: <b>System Implementation Review Board (SIRB) Outlook Implementation Calendar</b>	Number:  <b>PRO-IOS011</b>
Domain: <b>Operations and Support</b>	Category: <b>System Implementation Review Board</b>
Date Issued: <b>01/31/2006</b>	Issued By:  <b>DHS Bureau of Information Systems</b>
Date Revised: <b>08/10/2015</b>	

**General:**

The System Implementation Review Board (SIRB) reviews Application Implementation Requests (AIR's), Electronic Transfer Requests (ETR's) and Configuration Requests (CR's).

The Board's goal is to coordinate scheduling and promote communications related to proposed changes to ensure stability.

For more information on the System Implementation Review Board Process, see the Systems Implementation Review Board [Standards](#).

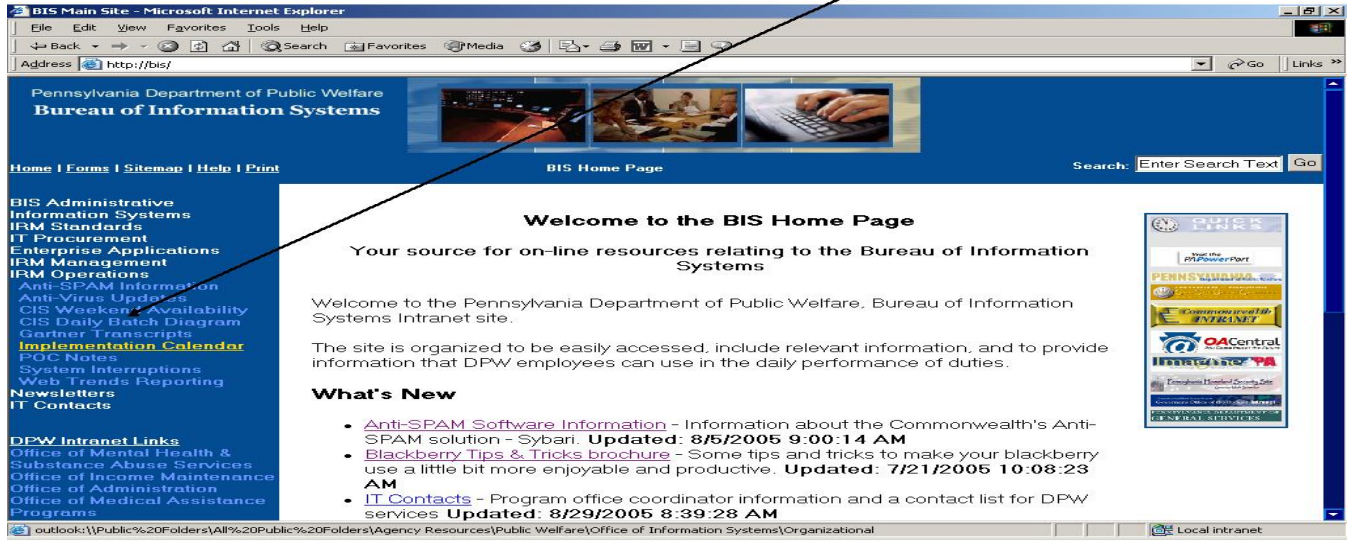
The purpose of this document is to outline the procedures for using the calendar which serves

as a single source of up to date information relative to tentative and scheduled changes for all of BIS to view.

## Procedure:

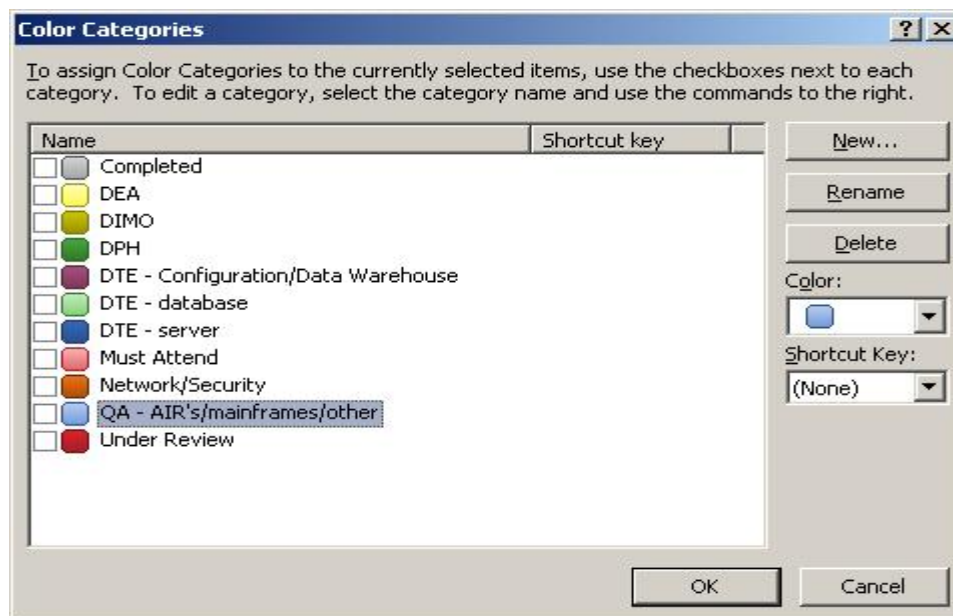
### Location

The calendar can be found from the BIS Web Site, under IRM Operations/Implementation Calendar.



### Labels

Labels are used to identify the type of change listed. They can be selected by opening a new appointment on the calendar and selecting from the drop down box.



## Label Types

### **None**

There will be entries that have no label coding. These entries can be entered by anyone that has editing capability to the calendar as determined by the Domain Event Owners (see list on next page). These entries are for planning purposes for **events that are required to go through an established official approval process**. Some examples would be a production application change (AIR), a request for a hardware change to a server or network component (CR), etc.

### **Colored Labels:**



### **Department Labels: DEA, DIMO, DTE- Network, Server, Database and Configuration**

These colored labels are intended for the "Event Owners" and their "Authorized Editors" to have the capability to make additions, deletions and changes to events on the calendar that are **events that are NOT required to go through an established official approval process**. The primary purpose of the entries will be knowledge sharing. This will allow for better coordination of technical planning - both hardware and software - across the various BIS Domains. The Editors can be changed upon request of the Owners.

### **QA Approvals: QA-AIR's, ETR's**

Changes that are required to be submitted to the Systems Implementation Review Board or QA via the ETR, AIR and/or CR processes will still be submitted as before. Once approved, QA will enter the event onto the calendar according to its appropriate Domain Label. If there was a 'tentative' placeholder for the event, it will be deleted when the approved request is entered.

## Completed:

Upon completion of the work item, the implementer will go into the calendar and change the category to 'completed', noting the date of completion and the results (completed, cancelled, aborted, etc.)

- For official QA entries the DIMO assignee will mark the items completed on the calendar and in the CMB Access database as long as that application remains in use.
- All Department Label entries should be updated completed by the owner or designee of the activity at the time of completion.
- The implementer should include their name and any details relevant to the implementation, particularly issues encountered.

## Under Review

- If the implementation is undergoing a post-implementation review, the item should be marked with the 'Under Review' label by the implementer, the DIMO assignee, or the Domain lead. A contact name as well as an issue summary should be provided.

## Event Owners

The following staff members are responsible for entering items or assigning appropriate delegates to enter/maintain work items in the calendar. Entries should be timely and complete, including contact information for the change owner of the specific work item.

LABEL	Description	Event Owner	Authorized Editors
DTE Network	FYI and Tentative Network Activities Approved (CR's)	Lonnie Gelnett QA Staff	John Miknich, Matt Messinger, QA Staff
DTE Server	FYI and Tentative Server Activities Approved (CR's)	Cliff VanSycoc QA Staff	Cliff VanSycoc, Lisa Bear, Howard Eckman, QA Staff
DTE Database	FYI and Tentative Database Activities Approved (CR's)	Dave Frye QA Staff	Stacey Borger, Kathy Hill, Ron Emery, Christine Witmer, QA Staff
Completed	Changes that have been completed, cancelled, aborted.	Implementor	All authorized Editors
QA – ETR, AIR	Electronic Transfer Requests (ETR) to QA that have been approved by the SIRB and are designated by the Board as having cross-platform impact	QA Staff	QA Staff

	implementation dependencies. AIR: Application Implementation Requests		
QA - AIR	Requests to QA that have been approved by the Change Board.	QA Staff	QA Staff
DIMO	FYI, Tentative and planned Mainframe Activities not requiring an ETR, CR or AIR. Non QA Deloitte activities - TFP's etc.	Howard Eckman	Tony Rider, Greg Ulrich, Joe Fortini,
DTE - Configuration	FYI and Tentative Miscellaneous DTE Activities for other domains, e.g.: Desktop, CTC Activities, etc. Approved CR's	Shirley Monroe QA Staff	Lisa Baer, Howard Eckman, QA Staff
DPH	FYI and planned Data powerhouse activities.	Unisys	To be determined
DEA	SPR's, schedule messages, normal quarterly runs, purges, TFP's, FYI types of information, and planned activities not requiring SIRB (CCB) approval.	Kevin Gray	Mike Light, Alicia Foy, Shane Roadcap, Sue Womelsdorf, Mark McClain, Dennis Stamm, Lori Steele, Matt Baker, Alayne Helmus, Laura Fry

- CR's: Configuration Change Requests.
- ETR's: Electronic Transfer Requests (mainframe)
- AIR's: Application Implementation Requests (server)

## Refresh Schedule:

All procedures and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the DHS Information Technology Standards Team.

## Procedure Revision Log:

Change Date	Version	Change Description	Author and Organization
01/31/2006	1.0	Initial creation.	Lisa Clarke
05/19/2010	1.1	Updated Staff Changes	Virjean Dauksha
08/26/2014	1.2	Reviewed and updates	Virjean Dauksha
08/10/2015	1.3	Name change from DPW to DHS	Virjean Dauksha