Research Administrative Management System (RAMS) Deployment Plan

RAMS v1605



Department of Veterans Affairs

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Revision History

| Date | Version | Description | Author |
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Artifact Rationale

The Deployment Plan defines the scope and approach planned for the deployment of project deliverables. The plan includes information about system support, issue tracking, escalation processes, and roles and responsibilities that applies before, during, and after deployment. Its purpose is to provide clients, stakeholders and support personnel with a smooth transition to the new product or software. It should be structured appropriately, to reflect deployment planning for a single location or multiple locations, a single-phase deployment or a multiphase deployment, and should identify the requirements and responsible party for each process step.

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# Introduction

This document describes the plan to deploy RAMS release 1605 as managed through the RAMS Sustainment project. This document is a companion to the RAMS Sustainment project management plan.

## Purpose

The purpose of this plan is to provide a single, common document that describes how, when, and where the RAMS v1605 release will be deployed. The plan also identifies resources, communications plan, and rollout schedule. Specific instructions for installation, back-out, rollback, transition to sustainment, and user training may be supplied separately in stand-alone documents, in online help, or in change management systems, depending on the requirements of the operations organization.

## Key Definitions

**Deployment Design:** Phase of the solution life cycle in which architectural design and implementation specifications are developed and tested. The preparation of plans and specifications necessary to implement the solution are part of the Deployment Design phase. At the end of the Deployment Design phase, a solution is ready for implementation in the production environment.

Enterprise System Engineering (ESE) and Product Development (as applicable, based on primary project ownership) are responsible for deployment design and complete release package specifications, including user and technical documentation, procurement, shipping, and training plans. Architectural design artifacts, release package specifics, and testing plans and results are vetted by the operations organization.

**Implementation:** Phase of the solution life cycle in which the newly designed or changed hardware, software, functionality, or process is installed into the production environment and activated. The specifications and plans created during Deployment Design steer the work that is performed during the Implementation phase.

The operations organization is responsible for installation and the installation schedule, selection and validation of shipping locations/schedule, site readiness to support installation, acceptance of equipment using asset inventory processes, coordinating and providing training (working with ESE and Product Development if applicable), communication, and vetting changes through the operations organization management.

**Release:** Release baseline is defined as the product build (software and hardware specifications) along with the body of documents that support testing, installation, operations, training, and support of the product. Projects will determine the release baseline early in the development cycle. Baseline components enter change control once the project is approved for deployment.

ESE is responsible for release management, including certifying production readiness. ESE must validate that the project owner has provided an adequate release package. ESE also validates the release baseline. As defined by the VA Office of Information & Technology (OI&T) Testing and Release checklist, the release package is the subset of documents that are provided to the operations organization, along with the product. The complete release package will be made available to the operations organization at or before deployment.

## Plan Overview

RAMS v1605 deployment will be requested for PPD on 10/25/2016 and for PROD on 10/27/2016. However the deployments will be performed when PITC’s schedule allows. Deployment may be performed by team members from Enterprise Operations (EO). Other operations organizations (Field Operations (FO), National Data Center Program (NDCP), Enterprise System Engineering (ESE), etc.) may be involved as necessary.

## Statements of Understanding

The Deployment Plan is developed with the following assumptions:

* This process is for use by projects which are required to go through the Systems Engineering and Design Review (SEDR) process.
* Prior to deployment and installation EO, ESE, FO, and/or NDCP understand this deployment.
* FO will assess and assure site readiness.
* FO, NDCP, and EO will be notified of upcoming deployments early in the project life cycle, as indicated in the ESE project management process documentation.
* ESE is responsible for deployment; ESE PMs manage the deployment phase, while FO PMs and Implementation Managers and NDCP and EO representatives participate as team members.
* FO, NDCP, and EO are responsible for installation and during sustainment; when projects are led by the PMs from those entities ESE representatives participate as team members.
* ESE is responsible for product design.
* FO, NDCP and EO are informed of design and testing issues, and participate in the Systems Engineering and Design Review (SEDR) process.
* ESE, FO, NDCP, and EO collaborate on the development of the Deployment Plan.
* Topology determinations are made by ESE and vetted with FO, NDCP, and EO.
* Site readiness is verified through FO (adequate lead time is provided).
* FO, NDCP, and EO are involved from the beginning of the project planning within ESE.
* New requirements for Operations and Management (O&M resources will be funded.
* Deployment, installation, and ongoing maintenance costs (including capacity planning, recurring costs) will be identified and funded. All funding sources and issues should be resolved and documented prior to deployment and installation.
* Product Development or ESE (depending upon project ownership) will complete collaborative field testing prior to deployment.
* ESE Release Management will certify production readiness based upon the level of testing that has occurred prior to deployment. As part of the release baseline, this information will be identified in the release profile.

# Dependencies

N/A – No other system is dependent upon this RAMS release; nor is RAMS dependent on any other system(s).

# Constraints

Refer to RAMS System Design Document (SDD).

# Schedule

RAMS releases are deployed on a quarterly schedule, unless otherwise noted (maintenance, emergency, etc.). Exact timing and frequency will be negotiated among the stakeholders, including OI&T PD, business owners from the Office of Research & Development (ORD), the RAMS - Sustainment Team, the RAMS - Integration Team, and Enterprise Operations.

## Timeline

Timing of the deployment of RAMS v1605 to the pre-production and production environments will be determined by PITC after submittal of the RFCOs.

# Site Readiness Assessment

## Deployment Topology (Targeted Architecture)

This deployment will be released to the existing production environment. The system architecture is detailed in the System Design Document (SDD).

## Site Information

The RAMS production environment is located at the Philadelphia Information Technology Center (PITC). RAMS is comprised of a single set of production servers at the PITC that supports users throughout the country. The production servers include:

* redacted – RAMS Production SQL Server 2012
* redacted – RAMS Production SharePoint Server
* redacted – RAMS Production Tomcat Server (Java)
* redacted – RAMS Production SQL Server 2012 Reporting Services (SSRS) Server
* redacted – RAMS Production SQL Server 2012 Information Services (SSIS) Server for Extract/Transform/Load (ETL)

## Site Preparation

N/A – No special site preparations are required for this release.

# Deployment Resources

All prerequisites and resources for deployment already exist and additional information is not needed for this release. Resources have been coordinated with Enterprise Operations via the Change Order (CO) process. EO will schedule in POLARIS.