Policy Approved: 2009-07-20
Last Revision: 2009-07-16

Instructions for Data Modification Request Form

This form is used to request approval for implementing changes to data within a Bethany Lutheran College production database.

All fields must be completed. If an item is "Not Applicable", enter N/A in the field and explain why it is not relevant in this situation.

Once the change has been approved and implemented – fill in the Date Implemented field (at the bottom of the form) and give this form and any attached, supporting documentation to the BLC Manager or Director that originally signed the form as the BLC Change Approver. That person will file the paperwork in a centrally maintained location within the Department.

Today's Date – supply the date.

Change Request Number – ITS will provide this once the request has been entered into the Change Request Tracker system.

Required Change Date – provide the date when the change must be implemented.

ITS Requestor – name and title of ITS staff member proposing the change.

User Requestor – name and office of the User proposing the change.

Cause of problem – describe how the problem occurred, and include whether it was due to an automated process, manual error, hardware/software error, known defects (bugs), etc.

Type of change – circle all that apply, and provide additional detail if "other" is selected.

Proposed solution – describe the problem resolution logic. Indicate whether the solution was developed in-house, is vendor-supplied, or a combination. Attach SQL code. If appropriate, include additional information about the specific tasks that will be performed.

Table(s), # of records, and other affected database objects – list the database tables, number of records (per table), and other database objects (index, view, package, etc.) that will be affected, and describe how they will be changed. Attach separate documentation to provide the appropriate level of detail.

Testing activities prior to production implementation – describe the testing activities that will occur prior to implementing the change in production. Include information about the databases (test, clone, etc.) that will be utilized for testing. Attach separate documentation to provide additional detail.

Data recovery method – explain the data recovery method (table export, TSM backup, SQL scripts, etc.) that will be used to recover the data, if necessary.

Verification plan after implementation – describe the verification process that will be utilized to determine whether the change was successful. Include information about who will be involved (name and title/office), and a description of the verification steps. Attach separate documentation to provide additional detail, if necessary.

Change Request Approval – several signatures are required to obtain approval for implementation of the production change.

a) ITS Reviewer – ITS staff member. Signature indicates peer review was conducted.
b) ITS Approver - ITS Management. Signature indicates approval for production change.
    a. If only verbal approval is received - print the Approver's name and write "verbal" on the signature line, followed by your name (printed).
    b. If approval is received by a manager's designated delegate – print the delegate's name on the Approver's line and write "delegate" on the signature line, followed by the delegate's signature.
c) User Approver – Supervisory personnel within the User's functional organization. Signature indicates approval for production change.

DBA – ITS Database Administrator involved in implementing the production change.

Date Implemented – after approval has been received and the change implemented – fill in the production implementation date.