

<b>Application and Submitter Information</b>			
Submitted by (name & phone #)	<i>Self-explanatory</i>	Date	<i>Self-explanatory</i>
Application name	<i>Self-explanatory</i>	Version number	<i>The official version number of the product being deployed</i>
Government sponsor (name & phone #)	<i>Self-explanatory</i>	QA approval (name & phone #)	<i>Self-explanatory</i>
NCICB Build and Deployment Policies	<p><b>Policy Documents</b>  <a href="https://gforge.nci.nih.gov/docman/index.php?group_id=27&amp;selected_doc_group_id=84&amp;language_id=1">https://gforge.nci.nih.gov/docman/index.php?group_id=27&amp;selected_doc_group_id=84&amp;language_id=1</a></p> <p><b>Forms and Templates</b>  <a href="https://gforge.nci.nih.gov/docman/index.php?group_id=27&amp;selected_doc_group_id=317&amp;language_id=1">https://gforge.nci.nih.gov/docman/index.php?group_id=27&amp;selected_doc_group_id=317&amp;language_id=1</a></p> <p>Submitter has read all relevant policy and procedures documents available via the links above, and affirms that this deployment request and all supporting documentation and scripts is in conformance with them.</p> <p><input type="checkbox"/> No  <input type="checkbox"/> Yes</p> <p><i>The purpose of this section is to provide links to the relevant policies and procedures that govern build and deployment activities at NCICB, and ensure that all submitters are both familiar with the docs and in compliance with all the policies and procedures outlined in them. This section must be answered in the affirmative in order to complete the deployment.</i></p>		
<b>Build Information</b>			
CVS module	<i>Self-explanatory</i>	Tag to build	<i>Self-explanatory; please note that tags are case-sensitive.</i>
Associated change request(s)	<i>List any approved change requests that are being addressed with this deployment.</i>		
Changes to build instructions	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes [updated build instructions must be provided; <b>please note that if these changes have not been previously discussed there may be significant delays in performing this deployment.</b>]</p> <p><i>Ideally, build, deployment and database deployment instructions should be worked out well in advance of any deployment request between the development team and the Systems, SCM, and DBA groups. If there have been any changes to the build instructions, attach or link to the updated instructions, highlight the changes, and provide contact information for the developer responsible for resolving any issues that might arise as a result of the change. Again, be aware that significant delays in deployment may result from last-minute changes.</i></p>		

Link to build instructions	<i>If the build instructions are being kept in GForge, provide a link here, otherwise leave it blank and include the build instructions with the deployment request.</i>
Changes to deployment instructions	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes [updated deployment instructions must be provided; <b>please note that if these changes have not been previously discussed there may be significant delays in performing this deployment.</b>]</p> <p><i>Ideally, build, deployment and database deployment instructions should be worked out well in advance of any deployment request between the development team and the Systems, SCM, and DBA groups. If there have been any changes to the deployment instructions, attach or link to the updated instructions, highlight the changes, and provide contact information for the developer responsible for resolving any issues that might arise as a result of the change. Again, be aware that significant delays in deployment may result from last-minute changes.</i></p>
Link to deployment instructions	<i>If the deployment instructions are being kept in GForge, provide a link here, otherwise leave it blank and include the deployment instructions with the deployment request.</i>
Database update necessary	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes [database deployment request form is required]</p> <p><i>If a database update is necessary as part of this deployment, it should be noted here, and a Database Deployment Request form should be attached. Supporting materials can be attached, provided through GForge, or delivered by SCM as part of the build process.</i></p>
Link to database deployment supporting materials	<i>If the supporting materials are in GForge, link here. Otherwise, leave it blank and provide them through one of the other mechanisms described above.</i>
<b>Additional Instructions</b>	

Additional deployment instructions	<p><input type="checkbox"/> Build/deploy according to pre-agreed instructions</p> <p>Should the application be stopped/undeployed prior to initiating the database scripts and remain unavailable during the database refresh?  <input type="checkbox"/> Yes [please clarify steps]  <input type="checkbox"/> No</p> <p>Order of the database script execution  <input type="checkbox"/> Before deploying the new application unit (ear/war file).  <input type="checkbox"/> After deploying the new application unit (ear/war file).</p> <p>Should a maintenance page be posted during the db/app updates? ( If yes, please provide the HTML page)  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Restart application server after the db/app deployment (Cold vs Hot deployment)  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other [please explain]:</p> <p><i>This section is intended to capture any <b>temporary</b> additional deployment instructions that may be necessary for a particular deployment, such as post-deployment test-cases, or a change to a property for debugging purposes. Permanent changes should get recorded in the deployment instructions guide. In addition, this section is intended to capture dependencies between database and application deployments.</i></p>
<b>Proposed deployment to staging</b>	
Requested Date	<i>Please note that while we will do our best to honor this date, there is no guarantee. Our ability to meet any date is dependent on resource loads, application and database dependencies, and scheduled deployment windows. Also, as previously noted, last-minute changes to build, deployment, or database instructions may delay deployment. Details about deployment windows can be found in the Deployment Handbook.</i>
<b>Approval For Promotion to Production</b>	
Approved by (name & phone #)	<i>Provide the name and contact information for the name of the person (or persons) responsible for approving this application for production. Obviously, this field applies only to production deployment requests.</i>
<b>Proposed deployment to production</b>	
Requested Date	<i>As above, current resource loads, application and database dependencies, scheduled deployment windows, etc., will all impact our ability to deploy on a particular date.</i>