

Change Control Usage Procedures

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12. Change Control Usage Procedures

12.1 Overview of Change Control

12.1.1 Introduction

Change Control is responsible for the promotion and control of elements being put into production for both the Batch and On-Line processing done at the data center. This includes the following elements: Jobcards, Procs, Cardlibs, Suppdata (Runbooks), Programs, Includes and Copybooks, which are moved from the quality assurance staging environment to the production environment. The purpose of this document is to explain how to do a Change Control request.

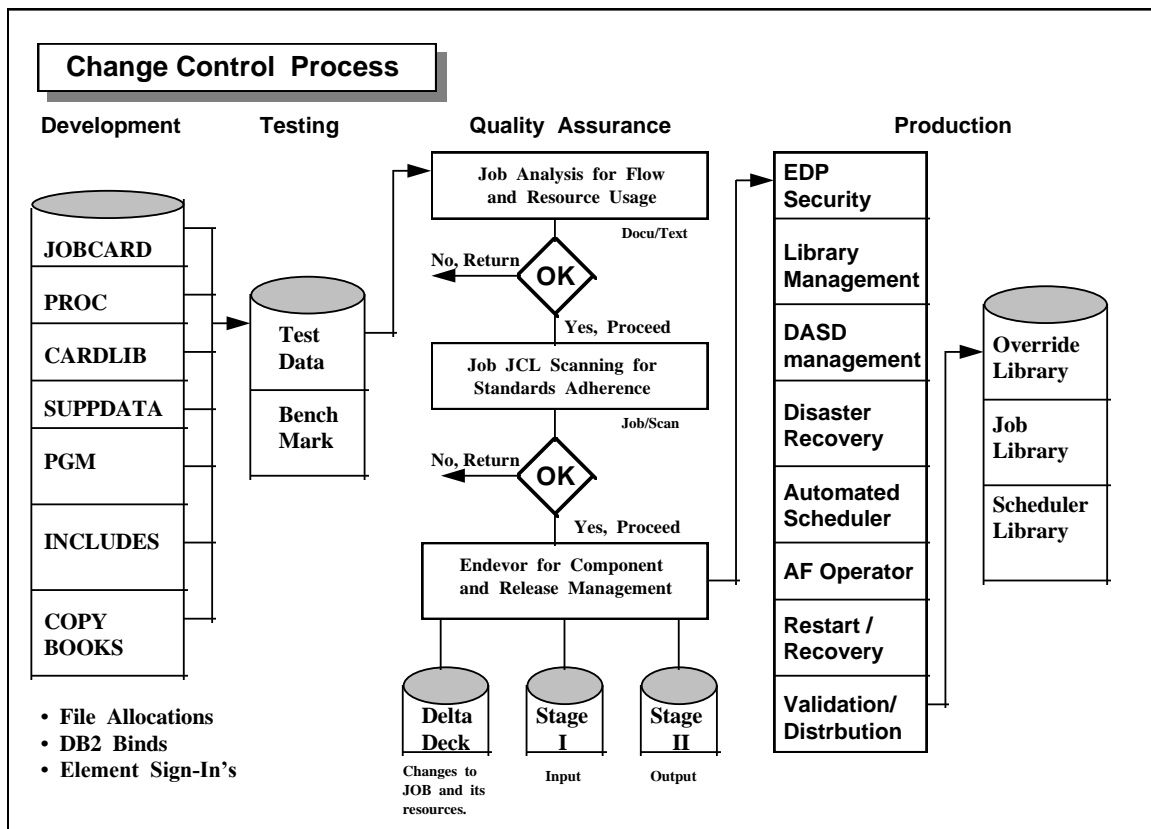


Figure 1: Overview of Change Control Process.

12.1.2 Objectives of Change Control

This User Guide is meant to:

- convey how the different types of changes are put into the Change Control process;
- provide a “how to” which follows established procedure for doing Turnovers to the production environment.

12.1.3 Audience

This User Guide is for any employee who wishes to migrate elements from the development to the production environment. This manual assumes the reader is familiar with the mainframe environment facilities, such as TSO, ISPF, etc.

12.1.4 Preparation / Maintenance of User Guide

This Guide is part of the Standards and Procedures Manual. The Manual consists of two parts:

- Part I: Systems Management and Controls Procedure Manuals
- Part II: Usage Procedures Manual

The creation and maintenance procedures are covered in the “Maintaining Usage Procedures Manuals” section of Part II.

12.2 Creating an On-line Turnover Request

On-line Turnover requests can be created, updated, displayed for review, approved and closed. Users have the ability to create their own On-line requests, update requests assigned to their departments and review the closing information in the requests.

1. Logon to **TSO**.
2. Select option: '**N**' **INFO/MAN** from the ISPF/PDF Primary Options Menu.
3. Select option: '**O**' **CHANGE MANAGEMENT AND ON-LINE TURNOVER** from the INFORMATION MANAGEMENT panel.
4. You are now at the **ON-LINE TURNOVER MENU**, this is the main menu for On-line Turnover activities. It consists of an INQUIRIES section and a REQUEST FUNCTION section.

Select option: '**12**'. **Enter an On-Line request.**

5. You are now at the first of four panels used to put in an On-line Turnover request; the **ON-LINE TURNOVER INITIAL REQUEST PANEL**; do the following:

A) Fill in the 3 required fields:

1. Application name
2. Description
3. Request Impact

B) Select option: '**4. On-line Application**'

6. The second panel, the **ON-LINE TURNOVER REQUEST ENTRY PANEL**, requires the following:

A) There are 21 possible fields to use; fill in the 3 required fields and any other fields that support your request.

- The 3 required fields are:
1. Requester name
 2. Delivery name/number
 3. Description

NOTE: These fields may be pre-filled from information filled in on another screen..

B) Select option: '**23. Freeform text**'

7. The third panel, the **FREEFORM TEXT ENTRY PANEL**, requires the following:

A) There are 7 possible selections; fill in the 1 required field and any others that support your request.

The 1 required field is: 1. Element Listing, Description
Special Instructions & Backout Plan

B) Press the **ENTER** key

8. The fourth and last panel, the **ON-LINE TURNOVER REQUEST SUMMARY PANEL**, supports the following:

A) There are 13 summary fields populated with previously entered or generated information and 7 selection options.

B) At this point in the process, only 5 options apply, they are:

1. Requester data. (return to the ON-LINE TURNOVER REQUEST ENTRY PANEL)
8. Freeform text. (return to the FREEFORM TEXT ENTRY PANEL)
9. Save record. (keep entries, but do not submit)
11. Request ready for management approval. (ready to submit for Change Control)
12. Cancel request before management approval. (cancel all inputs and do not submit)

To complete the process,

Select option: **11. Request ready for management approval**

12.3 Creating a Batch Turnover Request

The topics described in this section refer to migrating elements of batch jobs into the production environment. Each element of a batch job that is subject to change is addressed separately for ease of understanding.

12.3.1 Change Control turnaround times

When submitting a Change Control, complete the appropriate “PRA form” (Program Request Authorization - in duplicate) and place the form in the “In Basket” at the Change Control area on the 28th Floor of 101 Hudson Street. Change Control personnel will retrieve the form and perform changes in the order that they were received, except in the case of a special request.

Make sure that a “Class A” test of the change has been performed prior to submitting the change to the Change Control area. Should the change fail during testing by the Change Control area it will be returned to the submitter.

The normal turnaround time for a change is:

- Normal Changes - 2 Business Days,
- New Jobs - 5 Business Days,
- Same Day Changes - ECNS (Emergency Change Notification System).

Any priority changes, or additional information related to a change should be provided to the Change Control area, as necessary. This will inform the Change Control individual of any peculiarities associated with the change.

12.3.2 JOB CARD

Job cards are created by the Change Control area for all batch jobs. Only the PROC is provided to the Change Control area by the programmer. Once a PROC is received for a new batch job, the Change Control area generates the appropriate job card. The layout of a job card is as follows:

```
//ZLCD110A JOB (PROD),PROGRAMMER,CLASS=H,MSGCLASS=A,MSGLEVEL=(1,1),
//      NOTIFY=LXH648
/*JOBPARM SYSAFF=CPUF
```

Figure 2: Sample Job Card Layout

The job naming standard is described below.

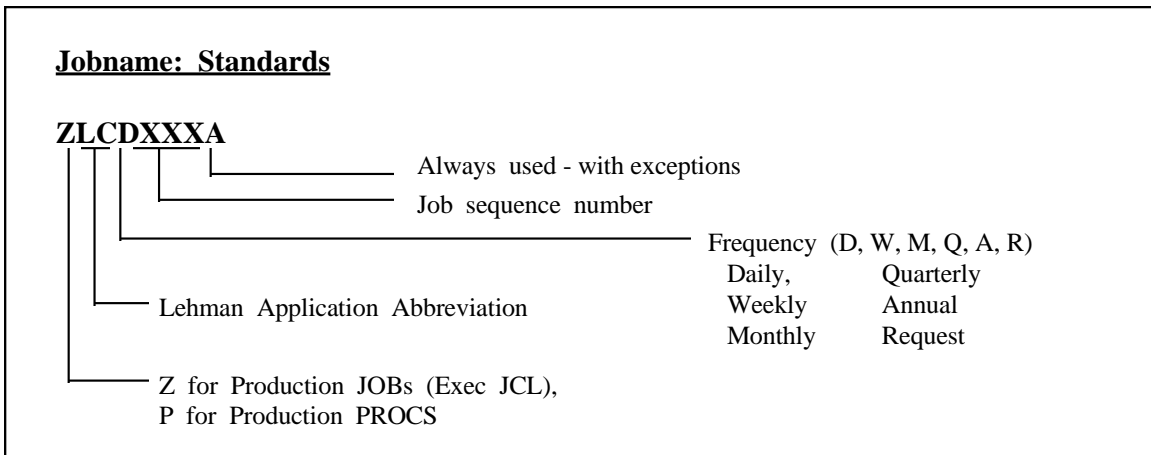


Figure 3: Job Naming Standard

The Change Control area will create a job card for new jobs, but job card changes are not required for changed jobs. The production job library for CPU 'F' is:

PRODLCP.OPCA.JOBLIB

Job cards for CPU 'F' will reside in this library.

12.3.3 PROC

A PRA form is required to initiate a PROC Change Control. Once completed, submit the PRA form to the Change Control area by placing it in the “In-Basket” on the 28th Floor of 101 Hudson Street.

To change a PROC, the programmer will copy the production PROC to their maintenance library. The production PROC library for CPU ‘F’ is:

‘PRODLCP.PROCLIB’

Once the PROC has been changed, execute a Job/Scan run against the PROC to verify that the PROC is error free. (with the standards validation Exit)

Perform a “Class A” test of the newly altered PROC to validate that it performs its functions correctly.

When you have successfully completed the Job/Scan verification and the “Class A” test, copy the PROC to:

‘PLCP.GROUP.PROCLIB’

The movement of the PROC to the staging library is performed manually. Endeavor is not utilized for PROC migrations.

Notify the Change Control area that the PROC has been migrated to the Quality Assurance library and that verification can begin.

12.3.4 CARDLIB

Whenever new Control Cards are added to a job a PRA form must be completed. After creating the new CARDLIB member and placing it in the Endeavor Staging library, simply submit an E-Mail message to the Change Control area stating that the CARDLIB member is ready to be migrated to the production environment.

The Endeavor CARDLIB library for CPU 'F' is:

PLCPTST.ENDVFID.ACCEPT.CARDLIB'

The Change Control area will perform the CARDLIB member migration from their terminal via Endeavor.

CARDLIB changes are indicated in the PRA form for new/changed PROCs, if Cardlib's are being migrated.

12.3.5 SUPPDATA

SUPPDATA documentation is required for all new job turnovers and for changes to production jobs. Only specific sections of SUPPDATA are required for Changes, specifically the Change History area of SUPPDATA, but all pertinent areas of SUPPDATA must be completed when altering the job frequency or the predecessor/successor relationships of a job.

SUPPDATA documentation is examined in depth for new jobs, but is only reviewed for alterations to existing jobs. CARDLIB member changes do not require updates to SUPPDATA, but all other changes must be entered into the SUPPDATA Change History section.

The sections included in SUPPDATA and their usage are:

Responsibility:	Action:
Change History	Provides the date and description of previous changes to the job.
Scheduling Requirements	Provides information about when the job is to run, how long it takes, predecessor and successor information, and job contingency priority and data.
Control Card	Shows the record layout and other information pertinent to the control cards.
Restart/Recovery Procedures	Documents all non-zero condition codes, whether or not acceptable, providing procedures to follow.
Microfiche	Test has been done and included in packet.
Out-of-House Input	Provides information about inputs received from location outside the data center.
Out-of-House Output	Provides information on data center outputs that are shipped Out-of-House.
Microfiche Request Form	Used to request an off-line microfiche report.

12.3.6 Space Allocation and Other Forms

A variety of forms available through Docu/Text are required for all turnovers, if called for by the type of change. These forms are particularly necessary for jobs requiring space allocations on DASD and TAPE devices. The forms are described below. Any form that applies to the type of change you are submitting must be completed. All of the forms are provided in the Appendix of this document.

Responsibility:	Action:
Tape Request Form	Provides information about the job's tape requirements, including backup and contingency needs. <Note> See 'Retention Periods for Data on Tape' in the appendix for a summary of the standard tape retention timeframe.
Documentation Modification	Describes any changes to the documentation for the job (i.e., schedule changes).
JOB Deletion Authorization	Provides information necessary for deleting a job already in production. This form is necessary to remove a job from production to an archive library.
Forms Design Request	Describes in detail any forms that must be designed for the Job's output.
VSAM Space Allocation Form	Requests VSAM storage space; includes all information needed to allocate the space.
Non-VSAM Space Allocation Form	Requests storage space in non-VSAM tracks and cylinders; also indicates any contingency site.
Disk GDG for Data Entry	Requests Generation Data Group data entries; includes information about the number of entries, record characteristics, any contingency site, whether storage is in tracks or cylinders and backup volumes.

12.3.7 PROGRAM

A PRA form must be completed to perform a program change. Submit the form to the Change Control area by placing the form into the Change Control area's "In Basket" on the 28th Floor of 101 Hudson Street. The change request will be retrieved by one of the Change Control staff and worked on in the order received.

Program changes are addressed in much the same manner as PROC changes. You must perform a "Class A" test on the program to validate its functions, before migration to the production environment will be performed by the Change Control area.

Update the SUPPDATA associated with the Job(s) using the program that is being changed. At a minimum, the Change History form must be updated to record the change control being performed.

Once the "Class A" test has been completed, use Endeavor to place the program element into the appropriate Stage I library for that program type (i.e., Cobol, Assembler, etc..) and notify the Change Control area via E-mail that the program is ready for migration. The Change Control area will then migrate the program to production through normal Endeavor procedures.

12.3.8 INCLUDES

As with program changes, Includes require the completion of a PRA form to authorize a change. Place the completed PRA form into the Change Control "In Basket" on the 28th Floor of 101 Hudson Street, where it will be retrieved and worked on by a member of the Change Control staff.

Retrieve the production copy of the item to be included, alter it as required, and place it into the Endeavor Stage I library for the type of element it represents after you perform any testing that may be required and update any SUPPDATA forms that apply, especially the Change History form.

Notify the Change Control area via E-Mail that the Include is ready to be migrated to production. The Change Control staff member will migrate the member to production via normal Endeavor procedures.

12.3.9 COPYBOOKS

Complete a PRA form and place it into the Change Control “In Basket” on the 28th Floor of 101 Hudson Street.

Add the COPYBOOK statement to your program and perform any testing needed to validate that the COPYBOOK provides the information your program requires. After successful testing, update the SUPPDATA as required (especially the Change History).

Place the program that you inserted the COPYBOOK into in the appropriate Endeavor Stage I type library for the program (i.e., COBOL, Assembler, etc.). Inform the Change Control area via E-Mail that the program is ready to be migrated to production under Endeavor control. The program will be migrated to production by a member of the Change Control staff.

12.4 Appendices;

- A. Standards Variance Request Form**
- B. Turnover Checklist.**
- C. Program Release Authorization Form**
- D. Tape Request Form**
- E. Documentation Modification**
- F. Job Deletion Authorization**
- G. Forms Design Request Form**
- H. VSAM Space Allocation Form**
- I. Non-VSAM Space Allocation Form**
- J. Disk GDG for Data Entry Form**
- K. Retention Periods for Data on Tape Form**

12.4.1 A. Standards Variance Request Form

A variance form standards is granted for 5 business days only. The job for which this variance is approved must conform to standards within 5 days, or the agreed upon date. If this job does not conform to standards within the specified period, no further variances will be granted to the applications area until this job conforms to standards.

An application area can have up to 5 variances outstanding at any one time. No further variances will be granted to an application area while the area is at the maximum variance level.

JOBNAME: _____

Date of Conformance: ___/___/___

Indicate all standards for which variance is requested:

<p>CICS:</p> <p>Naming Standard:</p> <p>___ Program Name,</p> <p>___ Map and Mapset Name,</p> <p>___ Transient Data destination Name,</p> <p>___ FCT and DD name,</p> <p>___ DSN,</p> <p>___ Transaction,</p> <p>___ Other Name (specify),</p> <p>___ VERIFY (where implemented)</p>	<p>JCL:</p> <p>Naming Standard:</p> <p>___ Jobname,</p> <p>___ PROC Name,</p> <p>___ DD Name,</p> <p>___ Program Name,</p> <p>___ DSN,</p> <p>___ Other Name (specify),</p> <p>___ Block Size</p> <p>___ Cardlib,</p> <p>___ GDG Allocation - Disk Vs Tape,</p> <p>___ Other (specify).</p>
<p>Turnover:</p> <p>___ Lead-time,</p> <p>___ Moratorium,</p> <p>___ CICS documentation,</p> <p>___ Batch documentation,</p> <p>___ Other (specify).</p>	

Standards Variance Request Form (continued...)

Indicate the reason for variance:

<input type="checkbox"/> Regulatory requirements,	<input type="checkbox"/> Outside package,
<input type="checkbox"/> System unavailable for testing,	<input type="checkbox"/> To keep batch and on-line in sync,
<input type="checkbox"/> Required by Operations,	<input type="checkbox"/> Other (please specify),
<input type="checkbox"/> To access datasets/programs.	

Describe the proposed variance (also supply reason): _____

Requested by: _____ Date: _____

Location: _____

Phone: _____ Applications Area: _____

Approved by: _____ Date: _____

Signature: _____ Title: _____

* Variance must be approved at the Systems Facility Manager level.

Variance Number (assigned by Change Management): _____

12.4.2 B. Turnover Checklist.

PROJECT NUMBER: _____

NEW PROGRAMS _____

MODIFIED PROGRAMS _____

PROGRAMS DOCUMENTED _____

MODIFIED INCLUDES _____

NEW CALL PROGRAMS _____

MODIFIED CALL PROGRAMS _____

NEW PROCEDURE _____

MODIFIED PROCEDURE _____

PROCEDURES DOCUMENTED _____

NEW FILES _____

MODIFIED FILE LENGTHS _____

NEW CARDLIBS _____

MODIFIED CARDLIBS _____

SUPPDATA DOCUMENTED _____

NEW REPORTS _____

REPORT DISTRIBUTION UPDATED _____

APPROXIMATE NUMBER OF PAGES _____

SCHEDULING CHECKED OUT BY WHOM: _____

PRODUCTION SERVICES _____

RACF NEEDED _____

NEW CLISTS _____

MODIFIED CLISTS _____

12.4.3 C. Program Release Authorization Form

* **RELEASE AUTHORIZATION** *

JOB NAME: _____ APPLIC. NAME: _____
PROGRAM NAME: _____ FREQUENCY: _____
PROCEDURE NAME: _____ JES JOB NUMBER: _____
TEST JOB NAME: _____ ENDEVOR SYSTEM: _____
TURNOVER TYPE: _____ ENDEVOR SUBSYS: _____

PROBLEM INFO NO.: _____ CHANGE TYPE: _____
CHANGE INFO NUMBER: _____
PTMM NUMBER: _____

DASD HAS NOT BEEN REQUESTED

***** ENDEVOR ENDEVFID STAGE 1 *****

PROGRAM ELEMENT NAME: _____
ENDEVOR TYPE NAME: _____
INCLUDE ELEMENT NAME: _____
TYPE NAME HAS BEEN CHANGED FROM: TYPE= _____

PROCEDURE LIBRARY: PLCP.GROUP.PROCLIB(_____)

CARDLIB ELEMENT NAMES: _____

TURNOVER DATE: _____
RUN DATE: _____

Program Release Authorization Form (continued...)

AUTHORIZATION SIGNATURES

PROGRAM TEST COMPLETED: _____ DATE: _____

MANAGERS APPROVAL: _____ DATE: _____

DATABASE / DESIGN APPROVAL: _____ DATE: _____

USER ACCEPTANCE TEST COMPLETED: _____ DATE: _____

COMPANY CHANGE CONTROL: _____ DATE: _____

IMPLEMENTATION COMPLETE: _____ DATE: _____

AUDIT COMPLETED: _____ DATE: _____

PROGRAM CHANGE DESCRIPTION: _____

BACKOUT PROCEDURES: _____

REASON FOR REJECTION: _____

12.4.4 D. Tape Request Form

DATE: _____ (yy/mm/dd) TIME: _____ (hh:mm)
USERID: _____ (userid) NAME: _____

TAPE REQUEST FORM

JOB NAME: _____ FREQUENCY: _____
TAPE STATUS: _____

DATASET NAME: _____
REQUEST TYPE: _____ PROGRAM NAME: _____
STEP NAME: _____ DD NAME: _____
DATE NEEDED BY: _____
REQUESTED BY: _____
PHONE NUMBER: _____
APPLICATION NAME: _____
I/P TO NEXT RUN: _____
BACKUP DSN: _____
TMSDISP DD OUTCODE: _____
CONTINGENCY SITE: _____

GENERATION DATA GROUP BUILD REQUEST

BUILD COMPLETED BY:

NAME: _____ DATE: _____ PHONE: _____

TAPE ADDED TO BACKUP LIST BY:

NAME: _____ DATE: _____ PHONE: _____

12.4.5 E. Documentation Modification

DATE: _____ (yy/mm/dd)
TIME: _____ (hh:mm)
USERID: _____ (userid)
INFO#: _____

DOCUMENTATION MODIFICATION

JOB NAME: _____

DESCRIPTION OF CHANGE: _____

AUTHORIZATION SIGNATURE

MANAGERS APPROVAL: _____ DATE: _____

REASON FOR REJECTION: _____

12.4.6 F. Job Deletion Authorization

DOCDEL

JOB DELETION AUTHORIZATION

JOB NAME: _____

PROCEDURE NAME: _____

PROCLIB: _____

PROGRAM NAME: _____

INFO. NUMBER: _____

IMPL. DATE: _____

CONTROL CARD LIBRARY: _____

MEMBER NAME: _____

MANAGER'S SIGNATURE: _____ DATE: _____

12.4.7 G. Forms Design Request Form

* **FORMS DESIGN REQUEST** *

DESTINATION: _____ COLOR REQUIRED: _____

REQUESTER INFORMATION:

NAME: _____
PHONE NUMBER: _____
LOCATION: _____
DEPT. NUMBER: _____

USER INFORMATION:

NAME: _____
PHONE NUMBER: _____
LOCATION: _____

LINES PER INCH: _____ CHANNELS: _____

PAPER SIZE: _____ SPECIAL PAPER SIZE: _____

FORM LENGTH: _____

INCLUDE SAMPLE OF FORM TO BE DESIGNED ALONG WITH REQUEST FORM.

MANAGER'S SIGNATURE: _____ DATE: _____

12.4.8 H. VSAM Space Allocation Form

VSAM Space Allocation Form

DATE: _____ TIME: _____ USERID: _____

JOBNAME: _____

REQUESTED BY: _____

MANAGERS NAME: _____

PHONE NUMBER: _____

DATASET NAME: _____

DATE NEEDED BY: _____

REQUEST TYPE: _____

DSORG: _____ RECORD FORMAT: _____

AVERAGE RECORD SIZE: _____ MAX. RECORD SIZE: _____

APPROXIMATE NUMBER OF RECORDS: _____

KEY LENGTH: _____

RELATIVE TO ZERO START POSITION: _____

TYPE OF PROCESSING: _____

RATE OF INSERTION: _____

DATA CI SIZE: _____ INDEX CI SIZE: _____

FREE SPACE % CI=: _____ FREE SPACE % CA=: _____

BUFFER SPACE: _____

VSAM DATA COMPONENT SPACE TYPE: TRACKS (____) CYLINDERS (____)

PRIMARY: _____

SECONDARY: _____

VSAM Apace Allocation Form (continued...)

VSAM INDEX COMPONENT SPACE TYPE: TRACKS: () CYLINDERS ()

PRIMARY: _____

SECONDARY: _____

VSAM CATALOG: _____

VOLUME: _____

DEVICE TYPE: _____

SUB ALLOCATION/UNIQUE: _____

COMPLETED BY: _____ DATE: _____

12.4.9 I. Non-VSAM Space Allocation Form

DATE: _____ (yy/mm/dd)

TIME: _____ (hh:mm)

USERID: _____ (userid)

NON-VSAM SPACE ALLOCATION FORM

JOB NAME: _____ DATE NEEDED BY: _____

DATA SET NAME: _____

REQUEST TYPE: _____

REQUESTER NAME: _____

MANAGERS NAME: _____

PHONE NUMBER: _____

APPLICATION NAME: _____

APPROX. # REC.: _____

DSORG: _____ LRECL: _____ BLKSIZE: _____

CONTINGENCY SITE: _____

RECFM: _____ PRIMARY: _____ SECONDARY: _____

VOLUME: _____ DEVICE TYPE: _____

COMPLETED BY: _____ DATE: _____

12.4.10 J. Disk GDG for Data Entry Form

DATE: _____ (yy/mm/dd)
TIME: _____ (hh:mm)
USERID: _____ (userid)

DISK GDG FOR DATA ENTRY

JOB NAME: _____ REQUEST TYPE: _____

DATA SET NAME: _____

REQUESTER NAME: _____

MANAGERS NAME: _____

PHONE NUMBER: _____

DATE NEEDED BY: _____

APPLICATION NAME: _____

OF GDG ENTRIES: _____ RETENTION PERIOD: _____

APPROX. # OF RECORDS: _____

DSORG: _____ LRECL: _____
BLKSIZE: _____ RECFM: _____

CONTINGENCY SITE: _____

SPACE ALLOCATION TYPE: TRACKS (___) CYLINDERS (___)

PRIMARY: _____ SECONDARY: _____
VOLUME: _____

COMPLETED BY: _____ DATE: _____

FILE ENTERED INTO PDEDBKP PROC: _____

DUMMY CATALOGUE ENTRY FOR DISK FILE: _____

12.4.11 K. Retention Periods for Data on Tape Form

The standard retention time frame for data to be kept on tape is:

Daily	5 days,
Weekly	35 days,
Monthly	155 days,
Quarterly	180 days,
Annually	265 days,
Legal	2,555 days.

*** All times are in Business Days.**

Requests to retain data on tape for longer than the standard time must be approved by a Senior Vice President.