

## OREGON'S DEPLOYMENT STRATEGY FOR OREGONBUYS VERSION: 15.7

|                            |                             |
|----------------------------|-----------------------------|
| Version Type               | Quarterly Release           |
| UAT Deployment Date        | October 2, 2020             |
| Production Deployment Date | December 12, 2020           |
| Current status             | Deployment process complete |
| Zen Desk ticket number     | 319887                      |

| For Upgrades or Quarterly Releases, provide 20:10:10 schedule: | Start             | End               |
|----------------------------------------------------------------|-------------------|-------------------|
| 20 Days - Oregon Upgrade/Release Testing Period:               | October 5, 2020   | October 30, 2020  |
| 10 Days - PHI Patch Development Period:                        | November 2, 2020  | November 13, 2020 |
| 10 Days - Oregon Patch Testing Period:                         | November 18, 2020 | December 4, 2020  |

| For Patches, provide 10:5:5 schedule:  | Start | End |
|----------------------------------------|-------|-----|
| 10 Days - Oregon Patch Testing Period: | n/a   | n/a |
| 5 Days - PHI Patch Development Period: | n/a   | n/a |
| 5 Days - Oregon Patch Testing Period:  | n/a   | n/a |

| Release preparation action items                            | Due Date          | Date Completed     |
|-------------------------------------------------------------|-------------------|--------------------|
| PHI's deployment plan sent to Oregon Program Administrator  | September 4, 2020 | September 18, 2020 |
| Release notes sent to Oregon via Zen Desk                   | September 4, 2020 | September 10, 2020 |
| Release Management Overview PowerPoint sent to Oregon       | September 4, 2020 | September 18, 2020 |
| Excel version of release notes sent to Oregon               | September 4, 2020 | September 18, 2020 |
| Approval of deployment plan by Oregon Program Administrator | October 1, 2020   | October 2, 2020    |

| Key activities                                                   | Date             | Time         |
|------------------------------------------------------------------|------------------|--------------|
| PHI Upgrade/Release demo (may not be applicable for all patches) | October 1, 2020  | 1:00-2:00 pm |
| Testing review calls with PHI and Oregon testing team            | October 7, 2020  | 8:00-8:30 am |
|                                                                  | October 9, 2020  | 8:00-8:30 am |
|                                                                  | October 14, 2020 | 8:00-8:30 am |
|                                                                  | October 16, 2020 | 8:00-8:30 am |
|                                                                  | October 21, 2020 | 8:00-8:30 am |
|                                                                  | October 23, 2020 | 8:00-8:30 am |
|                                                                  | October 28, 2020 | 8:00-8:30 am |
|                                                                  | October 30, 2020 | 8:00-8:30 am |

| Communications                                      |                            |                |
|-----------------------------------------------------|----------------------------|----------------|
| Communications plan (see plan document for details) | Developed by:              | Nicole Brazeal |
|                                                     | Implementation start date: | 12/7/2020      |
|                                                     | Implementation end date:   | 12/14/2020     |

| Financial interface testing plan                                                                                                                                               |                 |                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------|
| Interface testing needed for this release?<br>(If no, populate remaining fields in this section with n/a.)                                                                     | Yes             |                                                               |
| If yes, email interface request form and agency setup form to SFMS                                                                                                             | Submitted by:   | De Anna Harris                                                |
|                                                                                                                                                                                | Date:           | September 29, 2020                                            |
| Financial interface testing contacts                                                                                                                                           | R*STARS:        | Liz Schultz                                                   |
|                                                                                                                                                                                | TEAMS:          | n/a                                                           |
| Number of financial interface batches needed for testing                                                                                                                       | Three           |                                                               |
| v15.7 testing: Date(s) of batch transfers (populate as applicable)<br>PHI must manually upload batches to the Acceptance Region's FTP site each night prior to 6:30pm Pacific. | First batch:    | October 6, 2020 <input checked="" type="checkbox"/> Complete  |
|                                                                                                                                                                                | Second batch:   | October 8, 2020 <input checked="" type="checkbox"/> Complete  |
|                                                                                                                                                                                | Third batch:    | October 20, 2020 <input checked="" type="checkbox"/> Complete |
| Interface reconciliation report                                                                                                                                                | Submitted by:   | De Anna Harris                                                |
|                                                                                                                                                                                | Submittal date: | November 2, 2020                                              |
|                                                                                                                                                                                | Approved by:    | Alan Park                                                     |
|                                                                                                                                                                                | Approval date:  | December 2, 2020                                              |

|                                                                                                                                                                                           |                 |                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------|
| v15.7.0.1 testing: Date(s) of batch transfers (populate as applicable)<br><i>PHI must manually upload batches to the Acceptance Region's FTP site each night prior to 6:30pm Pacific.</i> | First batch:    | November 17, 2020 <input checked="" type="checkbox"/> Complete |
|                                                                                                                                                                                           | Second batch:   | November 19, 2020 <input checked="" type="checkbox"/> Complete |
|                                                                                                                                                                                           | Third batch:    | n/a <input type="checkbox"/> Complete                          |
| Interface reconciliation report                                                                                                                                                           | Submitted by:   | De Anna Harris                                                 |
|                                                                                                                                                                                           | Submittal date: | December 1, 2020                                               |
|                                                                                                                                                                                           | Approved by:    | Alan Park                                                      |
|                                                                                                                                                                                           | Approval date:  | December 2, 2020                                               |

| COBID interface testing plan                                                                                      |                  |                                       |
|-------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------|
| Interface testing needed for this release?<br><i>(If no, populate remaining fields in this section with n/a.)</i> | No               |                                       |
| Interface testing contacts                                                                                        | n/a              | n/a                                   |
| Date of file transfers (populate as applicable)                                                                   | First transfer:  | n/a <input type="checkbox"/> Complete |
|                                                                                                                   | Second transfer: | n/a <input type="checkbox"/> Complete |
|                                                                                                                   | Third transfer:  | n/a <input type="checkbox"/> Complete |

| Testing coordination        |                      |                         |
|-----------------------------|----------------------|-------------------------|
| Testing points of contact:  | Oregon contact:      | De Anna Harris          |
|                             | PHI contact:         | Cole Henderson          |
| <b><u>Tester's Name</u></b> | <b><u>Agency</u></b> | <b><u>Work days</u></b> |
| Aaron Ward                  | DAS                  | Tuesday - Friday        |
| Nicole Brazeal              | DAS                  | Monday - Thursday       |
| James Reed                  | ODF                  | Monday - Friday         |
| Sarah Roth                  | SoS                  | Monday - Friday         |
| Phillip Andrews             | SoS                  | Monday - Friday         |

| Notes or special considerations                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R*STARS Acceptance Region refresh moved to January 2021.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Two XML updates are being tested prior to v15.7 UAT install. James Reed from ODF is running the tests. The first two batches for these changes will go 9/29/2020 and 10/1/2020. The third batch will be tested post v15.7 install, by including them in the batch scheduled for 10/6/2020. (See Zen Desk tickets #275202 and #284353 for detail on the fixes.) Reconciliation forms for v15.7 will include these updates - separate reconciliation forms are not required. |
| A portion of Oregon's final 10 day testing period is Thanksgiving week and many staff may be out of office.                                                                                                                                                                                                                                                                                                                                                                |

| Issues Encountered                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A database setting was not configured correctly when promoting to Production. This caused the account code entry update not to work expected. Reported to PHI 12/15/2020. |
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