Date: September 28, 2020
To: Division of Finance and Administration Cabinet
From: Ronald Cortez, Chief Financial Officer and Vice Chancellor
Subject: Process for Production Deployment Approval for KFS Technical Enhancements, Modifications, Releases, or Major Upgrades

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<tr>
<th>Responsible Officer:</th>
<th>Assistant Vice Chancellor Accounting &amp; Fiscal Services/Controller</th>
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<tbody>
<tr>
<td>Responsible Office:</td>
<td>Accounting and Fiscal Services</td>
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<tr>
<td>Issuance Date:</td>
<td>10/1/20</td>
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<td>Effective Date:</td>
<td>10/1/20</td>
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<td>Last Review Date:</td>
<td>10/1/20</td>
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**Purpose:**
Releases to Kuali Financial System (KFS) are not to proceed in the production system without appropriate approvals to verify adequate testing has been performed and functionality is operating as designed. Prior to official production release, approvers must be able to review the impact of the changes and signoff that they are approving the release into production.

**Guidelines for Production deployment approval:**
All releases to change or upgrade the KFS functionality require progressive levels of approvals to release to a production environment. Members of the JIRA Committee, comprised of Controller's Office, Budget and OIT representatives, determine the levels by carefully examining the release items. The approval process is critical to ensure adequate testing and that the functionality of the change is working as intended to avoid unintended system disruptions. If any releases result in a user-impact change to campus users, a communication will be drafted and sent or posted in advance of the release, to explain user impact (either individually to affected users, on ZotPortal, or via the KFS Mailing List).

The level of the JIRA will determine testing and approval levels. There are four levels of Releases or Types as outlined below and each one will have a different approval workflow. The mechanism for seeking approval from the Chief Financial Officer, Vice Chancellor, Division of Finance and Administration will be a memorandum from the Assistant Vice Chancellor, Controller. The memorandum will describe changes made, areas impacted, risks, and tests performed. Each type will also be determined by the impact it could have on the UCI user community and will be determined in the JIRA meeting by both the functional and technical experts of KFS.
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<th>Type</th>
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<th>Approval By</th>
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<tr>
<td>3. New Features (modules, functionality) &amp; User Interface Changes</td>
<td>A&amp;FS: KFS Systems Tester/Business Analyst; OIT-KFS System Senior Business Analyst. All related Subject Matter Experts that may be affected by the change.</td>
<td>Assistant Vice Chancellor and Controller, Accounting &amp; Fiscal Services AND Chief Financial Officer and Vice Chancellor, Division of Finance and Administration</td>
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<td>4. Major Impact Upgrades &amp; Changes, Core Code Changes</td>
<td>A&amp;FS: KFS Systems Tester/Business Analyst; OIT-KFS System Senior Business Analysts. All related Subject Matter Experts, regardless of change, to test all areas of system functionality.</td>
<td>Assistant Vice Chancellor and Controller, Accounting &amp; Fiscal Services AND Chief Financial Officer and Vice Chancellor, Division of Finance and Administration</td>
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**Types:**

1) **Bug Fixes, Tasks, Minor Enhancements:** *(these are considered low-risk items)*:

Bug fixes, tasks, and minor enhancements include system error fixes, data fix tasks, backend revision to data to comply with reporting or change of rule requirements, changes to functional system behavior to support campus/central office requests that will not have negative impacts to functionality for the campus users upon release.

2) **Modifications, moderate-impacting Enhancements, & Emergency Releases:**

Modifications, moderate-impacting Enhancements, & Emergency Releases include changes that involve system behavior or procedures that include necessary communication or training impacts to the campus. These may include some changes that limited campus users may find undesirable. Emergency Releases include critical fixes that affect infrastructure or a system process that is causing errors that stop campus business.
3) **New Features & User Interface Changes:**

New features include new projects or modules in KFS, and those that affect a large aspect of the User Interface and usability of the system.

4) **Major Impact Upgrades & Changes, Core Code Changes:**

Major Impact Upgrades include modifications, improvements, or baseline conversions that have a major impact on campus usability of the system. These can include intended functionality changes and improvements, or alterations and code releases that can potentially have a major negative impact to the campus if there is an error in the release. Core Code Changes include Kuali Co. Baseline releases that are designed to keep KFS code semi-current with Kuali Co. and are not necessarily initiated by UCI itself.

**Testing:**

Testing involves initial smoke-testing by OIT to ensure the underlying code is working. All functional-impacting releases require testing by the KFS Systems team in DFA, with special assistance for certain areas from Subject Matter Experts as designed from areas like Budget, Contracts & Grant Accounting, Equipment Management, OIT, Accounting, etc. The testing for level 3 and 4 releases shall be completed at least one week before deployment.

**Emergency releases:**

Emergency Releases (outside the regular schedule) may be needed to account for bug fixes or unique enhancements that affect Monthly/Fiscal Year End closing. A release that could hold up University business is considered an emergency release and thus will be tested immediately and thoroughly, albeit on a tighter timeline, to ensure a working financial system.

Please share this information with the appropriate members of your team.

**APPROVED:**

[Signature]

9/29/2020

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance & Administration