# ECTU Central Office SOP ECTU_IT_03: Feature Release

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| **SOP number:** | **ECTU_IT_03** |
| **Version number:** | 2 |
| **Effective date:** | 10th June 2016 |

| Signature | Date |
|---|---|
| Signature on file<br><br>Author:  Allan Walker, IT and Systems Manager | 6th June 2016 |
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## 1. PURPOSE

To describe the process of including a feature in the live system.

## 2. SCOPE

    **2.1.** This SOP applies to all the research support systems developed in-house by Edinburgh Clinical Trials Unit.

    **2.2.** This SOP applies to both initial feature release and maintenance releases

## 3. Including a feature in the live system

This procedure describes the process of including a validated feature in the live system.

    **3.1.** The responsible member of the system development team should confirm the feature is validated. See ECTU_IT_02: Feature Development.

    **3.2.** Ensure any required database changes are in place.

        **3.2.1.** Where the database management system software allows, use a database compare tool to confirm that the training and live databases match structurally.

    **3.3.** If any tables or table columns were added ensure the audit trail triggers are rebuilt and re-applied to the live database.

    **3.4.** Transfer the website code base to the live system, replacing any existing code. Ensure any database connections are adjusted accordingly.

    **3.5.** Add a row to the System Release document to contain the following:

        **3.5.1.** The overall System Version and date of release. This is not the individual feature version.

        **3.5.2.** The date of release.

        **3.5.3.** A list of the feature versions introduced in this release. This should include both the major and minor component of the feature version.

        **3.5.4.** A list of the numbers of the additional requirements addressed in this release.

        **3.5.5.** Confirmation of whether or not the database triggers were re-built and re-applied.

        **3.5.6.** Confirmation that any database changes are in place in the production database.

        **3.5.7.** Include who was notified of the system update, when they were notified and what their role is in the project.

    **3.6.** Save and print the document.

    **3.7.** Sign and date the printed document and file the signed document in the projects documentation folder.

## 4. RELEVANT DOCUMENTS

ECTU Central Office SOP ECTU_IT_02: Feature Development V2.0

## 5. DOCUMENT HISTORY

| Version Number: | Effective Date: | Reason(s) for change(s): |
|---|---|---|
| 1 | 14-Mar-2012 | New document |
| 2 | 10th June 2016 | Changed title from "System Change Management" to "Feature Release" |

| | | Reflect process changes |