

Hughes Information Technology Systems
Systems Monitoring Center
ECS WORK INSTRUCTION

Subject: Code Drop Staging and Delivery Procedures.

APPROVED BY David Kelley

STATUS New Document

SCOPE This procedure applies to Systems Monitoring Center personnel.

PURPOSE To establish procedures for the staging and distribution of ECS Software deliveries.

PROCESS

1. SMC personnel shall be responsible for collecting and disseminating information on future planned releases and patches. Information to be collected and provided to the DAACs in advance of the SW delivery includes anticipated delivery contents (e.g., NCRs and CCRs), anticipated development, test, and deployment schedules, and test results.
2. ClearCase Support Group is responsible for building and packaging all deliverable files to be staged at the SMC. Development is responsible determining which files need to go into what deliverable product. Deliverables can include, but are not limited to, binaries, executables, Toolkit deliveries, test data, NCR workarounds, README files, general instructions, etc.
3. A member of the ClearCase Support Group then notifies (via phone, pager, E-mail, or CC Mail) a member of the Systems Monitoring Center Staff that the files are ready. During this time they notify the Systems Monitoring Center Staff of the location of the file(s) and a general description of the file.
4. All ECS Deliverables are delivered in the form of a tar file and are pulled from a restricted staging area controlled by the ClearCase Support Group to the staging area in the Systems Monitoring Center.
5. Systems Monitoring Center Personnel are then responsible for notifying the sites of the availability of the deliverable. At this time Systems Monitoring Center personnel will update the Systems Monitoring Center Web site to contain a brief description of the new item(s) that are being made available
6. The Systems Monitoring Center will coordinate with each site to determine if the information will be pushed to the sites from the staging area or if it will be pulled from the staging area to the sites.

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INSTRUCTION

1. ClearCase Support Group personnel notifies a member of the Systems Monitoring Center Staff of the availability of a new deliverable.
2. Systems Monitoring Center Staff then pulls the file from a restricted staging area controlled by the ClearCase Support Group and makes it available in the staging area.
3. Systems Monitoring Center Staff makes a copy of the file that was just placed in the staging area and moves it to the Configuration Management Area of the Systems Monitoring Center. A duplicate copy of this file is locked down to assure that nothing happens to the file while it is being pushed to or pulled from the various sites.
4. System Monitoring Center Staff makes available on the SMC Web site (address TBD) any README files or special instructions related to the new delivery. Staff will also make available a list of all files that have been delivered, on which date they have been delivered and what there actual function is.
5. Sites will be notified by the Systems Monitoring Center Staff of the new delivery.
6. The new deliverables will either be pushed to the sites or pulled from the SMC. This will vary from site to site.

APPROVED

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