

Hughes Information Technology Systems  
Systems Monitoring Center  
ECS WORK INSTRUCTION

Subject: Code Drop Staging and Delivery Procedures.

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**APPROVED BY** David Kelley

**STATUS** New Document

**SCOPE** This procedure applies to Systems Monitoring Center personnel.

**PURPOSE**

The System Monitoring Center may be called upon to support the DAACs by producing scripts which may be delivered to the requesting site. These scripts must be controlled in compliance with the M&O Configuration Plan and the Sciences Systems Program Configuration Management Board Configuration Management Plan. The procedures established in this instruction ensure compliance with these higher level directives.

**PROCESS**

1. The need to produce any script with the purpose of applying it to ECS shall be identified by the submission of a Configuration Change Request (CCR) using the Change Request Manager (CRM) tool. Upon submission, the CRM generates an electronic notification to the SMC CM Administrator.
2. The CCR is processed through the SMC CCR. When formally opened by the CCB, the CCR shall be assigned to an SMC engineer for development.
3. The assigned engineer is responsible for developing and documenting the script. This responsibility includes testing the script. When the script has been successfully tested, the assigned engineer annotates the CCR and notifies CM of the file's location.
4. The SMC CM Admin pulls the file to a directory owned by cadmin. The CCR is processed through the CCB. When approved, SMC CM pushes the file from the controlled directory to the target site, as directed by the CCB.
5. The CM Admin shall update the SMC Web Page with the status of the script.
6. The CM Admin shall then close the CCR.

**INSTRUCTION**

1. Configuration Change Requests (CCRs) may be generated by any system user by accessing the Change Request Manager.
2. The SMC Configuration Management Administrator receives electronic notification from the CRM that a new CCR has been entered. The CM Admin notifies the SMC

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- manager and the SMC CCB chair of the newly arrived CCR and schedules a CCB to review and formally accept (open) the CCR.
3. The CCB convenes and reviews the CCR. When the CCB formally accepts the CCR, it also assigns an SMC engineer to implement a directed resolution.
  4. The SMC CM Admin then updates the status of the CCR in CRM. This act generates an electronic notification to the assigned engineer.
  5. The assigned engineer is responsible to complete the directed resolution. The SMC assigned engineer produces documentation for the resolution and test each and one against the other. When the resolution and the documentation are ready for implementation, the assigned engineer is responsible for updating the status of the CCR using the CRM. In the update text field of the CCR, the engineer states the location of the file(s).
  6. Upon receipt of the electronic notification of the change of status of the CCR, the CM Admin accesses the CRM, notes the location address, and ftps the file(s) from the engineer's directory to the cocontrolled CM directory, and executes checksum. Then he notifies the SMC Manager of the new status, and coordinates a CCB meeting to review and approve the resolution.
  7. After the CCB has approved the resolution, it directs disposition and closure of the CCR. At this time, the CM Admin notifies the designated recipients of the status of the files, and requests that recipient designate a target directory. The CM Admin is then responsible to push the file(s) to the target location, perform checksum and compare with previous checksum. The CM Admin then notified the recipient that the transfer is successfully completed.
  8. The SMC CM Admin then updates the SMC Web page, and closes the CCR in the CRM.

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