

APPENDIX G: RELEASE DEPLOYMENT PLAN (RDP) FORM AND INSTRUCTION GUIDE

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This appendix provides the RDP Form and Instruction Guide.

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G.1. Release Deployment Plan Form

SECTION 1 – APPLICATION INFORMATION	
1. Application Full Name:	
2. Acronym:	3. Version:
4. CDA RFS number:	5. RTD number:

SECTION 2 – APPLICATION DEPLOYMENT/IMPLEMENTATION INFORMATION																	
<p>Application Developers shall ensure that specific information about the deployment of the release is provided. This information includes the synchronization of upgrades to server applications supporting a client release or a requirement to perform an incremental deployment of a release. The Application Developer will coordinate with the CCS to ensure these actions are scheduled and implemented into the deployment plan. Application Developer/POR-PM/Command must provide a listing of all sites that will be affected by the release.</p>																	
Communication and Key Correspondence Plan																	
6. Use this section to indicate any POCs that the Application Developer indicates will require notification during the process.																	
<table border="1"> <thead> <tr> <th>Subject</th> <th>POC</th> <th>Email</th> <th>Deployment Instructions</th> </tr> </thead> <tbody> <tr> <td>Media Submission</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Testing</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pilot Test</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Subject	POC	Email	Deployment Instructions	Media Submission				Testing				Pilot Test			
Subject	POC	Email	Deployment Instructions														
Media Submission																	
Testing																	
Pilot Test																	
Training Plan																	
7. Is this deployment dependent on a training plan? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>																	
If yes, please explain:																	
8. Will the Implementation Team need training? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>																	
If yes, provide a training plan summary, and if necessary attach POA&M:																	
Implementation Plan																	
9. How many sites will be affected by this release? 0																	
10. Is this deployment in conjunction with a server update or connection change?																	
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>																	
If yes, describe server plan and attach server deployment schedule																	
11. How is the application/release being deployed?																	
Single Site <input type="checkbox"/>																	

SECTION 2 – APPLICATION DEPLOYMENT/IMPLEMENTATION INFORMATION

Region
 Enterprise
 Specialty COI (e.g. NNPI) If specialty, identify the COI:

12. Will existing hardware be upgraded or replaced?

Yes No N/A
 If yes, please describe:

13. Does the hardware have any special facilities requirements?

(Electrical, A/C, racks, cable, fiber, etc.) Yes No N/A
 If yes, please describe:

14. Do certificates and/or license keys need to be acquired to install this solution?

Yes No N/A
 If yes, who will provide the certificates/license keys?

15. Will the solution impact other systems? Yes No N/A

If yes, list systems

System Name	System Location	Impact

16. Does the solution have to be deployed to multiple regions at the same time?

Yes No N/A If yes, please explain:

17. Are there any special backup requirements prior to deployment?

Yes No N/A
 If yes, please explain:

18. Are there any special site security requirements? Yes No N/A

If yes, please explain:

19. Will the on-site resources need special authorization? Yes No N/A

If yes, who will be obtaining this authorization?

20. Other than the standard NMCI Radia deployment, are there any other implementation requirements for this application: Yes No N/A

If yes, please provide a detail description

SECTION 2 – APPLICATION DEPLOYMENT/IMPLEMENTATION INFORMATION

Testing/Verification Plan

During the deployment of the application, EDS conducts a series of test to help validate the deployment of the application. This testing/verification (ARDRA/Pilot Test) is conducted with a sample set or users. It is generally assumed that these users are aware of the testing process and can validate for the Application Developer the operational content of the application. To assist in preparing for this test, please complete the following questions.

21. Is there a test plan that can be used in verification of the client applications at deployment?

Yes No

If yes, please provide the test plan as an attachment.

If no, please describe how the client can be verified?

22. Please identify a sample list of users for the ARDRA/Pilot Test. To ensure accuracy to the test, users should be selected from multiple regions and services where appropriate.

User Name	Email Address	Phone Number

G.2. Release Deployment Plan Instruction Guide

The Release Deployment Plan (RDP) documentation is necessary for a successful deployment of an application into the NMCI environment and an incomplete or an improperly completed RDP will directly impact the deployment of the application release. It is the responsibility of the Developer to develop the RDP and to ensure that the information is completed as timely and as accurately as possible. The Developer is encouraged to read and follow the detailed packaging, testing, certification, and deployment instructions contained in the NMCI Release Development and Deployment Guide (NRDDG).

RTD/RDP Process

Integration of an application release into the NMCI environment requires the submission of the Request to Deploy (RTD) and the Release Deployment Plan (RDP) to nmci_scm@spawar.navy.mil and the media submission to the test and certification lab.

The Application Mapping should be as complete as possible at the time that the RDP is submitted. Shortly after the media has been received by the test and certification lab, a report will be generated that will identify all seats using a previous version of this application. It is important to note that locally loaded applications may not appear on this report. The Developer is encouraged to review this report and submit any changes or modifications using the Application Mapping template. The Developer can request an electronic copy of the Application Mapping template from their CCS representatives or request a copy at nmci_scm@spawar.navy.mil

RDP Due Date

For Non-emergency deployments: The final application mapping must be submitted no later than 30 days after media submission.

For Emergency deployments: The final application mapping must be submitted no later than 15 days after media submission.

RDP Submission

The completed RDP form is submitted electronically to nmci_scm@spawar.navy.mil and as the application progresses through the deployment phase email notifications will be sent to the Developer, Alternate Point of Contact (POC), and Command in order to keep all concerned informed of the status of the application.

RDP Service Support

If assistance is required for the completion of the RDP form, contact your assigned NSCM Claimant CDA Support (CCS) person or contact Service Support Monday through Friday during the hours of 0800 to 1600 (Pacific Time) (619) 524-4554 or through email to nmci_scm@spawar.navy.mil

Section 1 – Application Information

1. Application Full Name: Enter the full name of the release, this includes a new release or release that modifies, upgrades, or updates an existing application. It is important to ensure that the application name is the same on the RDP, RTD, in the ISF Tools Database, and in the DON Application & Database Management System (DADMS).
2. Acronym: Enter the abbreviated name of the application. It is important to ensure that the acronym name is the same on the RDP, RTD, in the ISF Tools Database, and in the DON Application & Database Management System (DADMS).
3. Version: Enter the version number of the application. It is important to ensure that the version name is the same on the RDP, RTD, in the ISF Tools Database, and in the DON Application & Database Management System (DADMS).
4. CDA RFS Number: The CDA RFS number is listed in the ISF Tools Database.
5. RTD Number: Enter the Request to Deploy (RTD) number

SECTION 2 – APPLICATION DEPLOYMENT/IMPLEMENTATION INFORMATION

Communication and Key Correspondence Plan

6. This information will be used to contact appropriate personnel for the synchronization of upgrades to server applications in support of a client release, incremental deployment instructions, and coordination of the scheduled deployment plan. Enter the point of contact name, email, and deployment instructions for Application Developer that will require notification during the deployment process.

Training Plan

7. Is this deployment dependent on a training plan? Check yes, no, or non-applicable (N/A). If yes is select, explain what type of training and when training will take place.
8. Will the Implementation Team need training? Check yes, no, or non-applicable (N/A). If yes is selected, provide a training plan summary and if necessary attach a Plan of Action & Milestone (POA&M).

Implementation Plan

9. How many sites will be affected by this release? Enter the number of sites.
10. Is this deployment in conjunction with a server update or connection change? Check yes, no, or non-applicable (N/A). If yes is selected, describe server update plan and attach the server deployment schedule, if necessary (POA&M).
11. How is the application/release being deployed? Single Site, Region, Enterprise, Specialty COI (NNPI). If specialty, identify the CPO/NNPI

12. Will the existing hardware be upgraded or replaced? Check yes, no, or non-applicable (N/A). If yes is selected, please describe
13. Does the hardware have any special facilities requirements? Check yes, no, or non-applicable (N/A). If yes is selected, describe electrical, a/c, racks, cable, fiber, etc).
14. Do certificates/license keys need to be acquired to install this solution? Check yes, no, or non-applicable (N/A). If yes is selected, who will provide the certificates/license keys?
15. Will the solution impact other systems? Check yes, no, or non-applicable (N/A). If yes is selected, list the system name, system location, and the impact to the system.
16. Does the solution have to be deployed to multiple regions at the same time? Check yes, no, or non-applicable (N/A). If yes is selected please explain.
17. Are there any special backup requirements? Check yes, no, or non-applicable (N/A). If yes is selected, please explain.
18. Are there any special site requirements? Check yes, no, or non-applicable (N/A). If yes is selected, please explain.
19. Will the on-site resources need special authorization? Check yes, no, or non-applicable (N/A). If yes is selected, who will be obtaining this authorization?
20. Other than the standard NMCI Radia deployment, are there any other implementation requirements for this application? Check yes, no, or non-applicable (N/A). If yes is selected, please provide a detail description.
21. Is there test plan that can be used in verification of the client applications at deployment? Check yes, or no. If yes is selected, please provide the test plan as an attachment. If no is selected, describe how the client can be verified.
22. Identify a sample list of users for the ARDRA/Pilot Test. To ensure accuracy to the test, users should be selected from multiple regions and services where appropriate. Provide user name, email address, and phone number.

Include electronic copy of the Application Mapping for User to Application Mapping or Machine Mapping information with the electronic copy of the RDP and submit to nmci_scm@spawar.navy.mil. Requests for electronic copy of the mapping templates can be made at the same email address.