

MEMORANDUM

Date: 01/24/2022

From: SRO Blaise Production Admin

To: SRO TSG Admin Team

Subject: **Production Portal Request Form**

Dear SRO MSMS Project Tech Leaders,

As the portal has become the dominant platform for the web survey entry point, some obstacles have arisen as a byproduct. This memorandum looks to curtail that by providing requirements and getting user input upfront while working hand in hand with the key stakeholders.

Challenges:

1. The Test Current (TstCur) and the Production (PRD) environments were not always in parity, resulting in skewed results.
2. Insufficient portal promotion time from Test Current (TstCur) to Production (PRD). A minimum of a two-week notice should be given for promotion and setup.
3. Blaise Admins were not initially consulted when the project staff setup on Test Current (TstCur). Team integration is vital so the Blaise Admins can perform the necessary consistency checks. Blaise Admins will work side by side with critical stakeholders.
4. Test links for Test Current (TstCur) and Production do not often accompany the request. The test links are a vital part of the health check of the system before and after any changes are made.

Suggested Resolution:

As the portals are often time-critical tasks, the Blaise Admin team respectfully requests a minimum of TWO weeks' notice before production launch when promoting from Test Current (TstCur) to Production (PRD). To this effort, the Blaise Admin team puts forth the below form so the Blaise Admins and the key stakeholders can work together for a successful outcome.

An excerpt of the form content can be found below for your review or can be directly viewed at:

<https://forms.gle/Zgg4bvtMsYM9fmxT6>

Portal deployment to Production Request (Google forms content)

This form will be used to make portal DEPLOYMENT requests to the SRO Blaise Production Admin group at: sroBIPrdAdmin@umich.edu

IMPORTANT: THIS FORM MUST BE SUBMITTED A MINIMUM OF TWO (2) WEEKS BEFORE THE LAUNCH OF WEB MODE PRODUCTION.

Please Note: IF the project portal makes significant changes after submission, a MINIMUM number of weeks will RESET.

1. Please provide the Project Web Mode launch date?
2. What date do you wish for the Production portal deployment to be completed? (Ideally, a minimum of TWO weeks prior is chosen)
3. Please provide the contact email and email groups for status notification.
4. (TECH LEAD RESPONSIBILITY to send footprints request to CMT to get DNS setup)
What is the DNS Record you are requesting, or will it use the default https://umstudy{server_letter}.isr.umich.edu? An example of a DNS Record request would be: <https://FESWeb.isr.umich.edu/>
5. Has the TEST CURRENT (TSTCUR) environment already been set up with a test DNS Record?
 - a. Yes
 - b. No
6. What is the EXACT name of the data model? If the study contains multiple data models, please list all separated with a semicolon ";" Example: HRS2022_Screener.
7. What is the EXACT URL the respondents will see? Example: <https://scrweb.isr.umich.edu/scrn>
8. Will the data model name change throughout Production?
 - a. Yes
 - b. No
 - c. Other
9. Please provide TWO test URLs for the TESTCUR environment (with credentials)
10. Please provide TWO test URLs for the PRODUCTION environment (with credentials)