LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # PS.4.001

Title: ERP TEST ENVIRONMENT MANAGEMENT POLICY

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1.0 Purpose

To define guidelines for the request and management of test environments for the Peoplesoft Enterprise Resource Planning (ERP) System. These guidelines are designed to minimize the potential loss of test data, code, or configurations positioned for migration to the production environment.

2.0 Scope

This policy applies to all LCTCS employees, contractors, vendors and agents under the direction of LCTCS employees who may have the need to utilize the ERP test environment.

3.0 Policy

3.1 General

1. LCTCS Information Systems (IS) provides overall management in the use and allocation of the ERP test environment.

2. The Test Environment Manager within LCTCS IS serves as the primary contact and initial decision-maker for utilization, allocation, and management aspects of the ERP test environment.

3.2 Requirements

1. Complete the appropriate PeopleSoft Security form- PeopleSoft Operator ID Requst Form (may be found at www.lctcs.edu/policies-info_tech.asp)

2. Define the scope of the testing process and adhere to this policy when performing such testing.

3. If it is necessary to change or redefine the tasks associated with a test environment, complete and fax another form to the LCTCS Information Systems (IS) Division explicitly declaring the nature and scope of the changes. Fax the document to the attention of the Test Environment Manager.

4. Provide a realistic timeframe for which the environment will be needed. Judicious use and management of the test environment must be maintained to accommodate the large number of users.

5. Adhere to the same confidentiality agreement that all users sign for access to the application system in the production environment. Depending on parameters of the test environment for a specific event, authorized users may have access to sensitive data.

6. Upon completion of testing and before migration into production, send a document to the Test Environment Manager stating that the testing was successful, detail the specific changes made, and the proposed date for migration into the production environment.

7. At the conclusion of the testing period by a user, the LCTCS IS Division reserves the right to copy over the database with a current copy of production.

8. Because there are a limited number of databases, users may be required to share a testing environment with other users. LCTCS IS will take the appropriate steps to ensure that there are no conflicts.

4.0 Enforcement

Any employee found to have violated this policy shall have access rights to the test environment revoked and may be subject to disciplinary action, up to and including termination of employment. Restoration of test environment access rights will occur on a case-by-case basis in consultation with the employee's supervisor and other authorities as needed.

5.0 Definitions

Enterprise Resource Planning (ERP) System

ERP (enterprise resource planning) represents a broad set of activities supported by multi-module application software. It helps organizations manage the important parts of its business, including planning, purchasing, maintaining inventories, interacting with suppliers, student registration, tracking orders, general financial, human resources, and payroll operations. Typically, an ERP system uses or is integrated with a relational database system. The deployment of

an ERP system can involve considerable business process analysis, employee retraining, and new work procedures.

Production Environment
The complete integrated set of hardware and associated software tools, documentation, and procedures used in support of live business operations.

Test Environment
The complete integrated set of hardware and associated software tools used to perform system testing on an application.