SUNFLOWER CHANGE
CONTROL BOARD
& QUARTERLY
RELEASE PROCESS

Department of Commerce

V2.3

August 28, 2018
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<td>Scott Davis</td>
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INTRODUCTION

The Department of Commerce (DOC) combined the asset management systems of all Bureaus, except the United States Patent and Trademark Office (USPTO), into one Sunflower Personal Property Management System (PPMS). This shared instance of Sunflower provides greater visibility of DOC personal property assets while streamlining lifecycle asset management processes. The PPMS is owned and managed by the DOC Office of Personal Property and Transportation Management (OPPTM). The OPPTM team includes the DPMO, System Owner, and additional Personal Property Staff.

The Sunflower Management Center (SMC) consists of a team of functional and technical support resources. These resources serve as System Administrators for the Department. SMC services include:

- Managing system patches and upgrades
- Bug fixes and enhancements
- Data loads
- User-facing customer support

OPPTM and SMC designed an Internal Change Request (ICR) process to evaluate, develop, and implement system changes in PPMS. The **Sunflower Change Control Board & Quarterly Release Process** documents the processes and procedures to develop and implement Sunflower ICRs. Non-emergency ICRs must be approved by the Sunflower Change Control Board (CCB). ICRs are released quarterly to coincide with the start of each fiscal quarter. The purpose of this document is to describe the quarterly release process for ICR implementation.

Process Goals:

- Minimize negative impact and ripple effect of unplanned global system changes
- Formally document system changes for effective database management
- Streamline communication and training for system enhancements and training
- Provide a platform for collaboration and discussion

CHANGE CONTROL BOARD

The primary responsibility of the **Change Control Board** (CCB) is to assess and determine the impact of Sunflower ICRs prior to applying changes in the system. The CCB will operate within the provisions of the Sunflower Change Control Board Charter (Appendix B).

ICR PROCESS OVERVIEW AND SCHEDULE

The schedule for ICR deployment will standardize the process so that each ICR is developed, tested, implemented, and communicated according to an established timeframe. This will ensure that ICR activities are completed in accordance to standard procedures. Additionally, established quarterly release dates will ensure DOC users know when to expect changes to Sunflower and to existing processes.
KEY DATES

There will be four releases per year, each occurring on the first day of the fiscal quarter. Dates below are approximate and are subject to change based on consideration for weekends, holidays, and other special circumstances. The release dates will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>ICR Due to Sunflower Management Center</th>
<th>Phases 1-6 will take place during the quarter. CCB Meetings will usually coincide with bi-monthly PMO meetings. Special meetings may be called as needed.</th>
<th>Approximate Release of Approved ICRs in Production</th>
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<tbody>
<tr>
<td>Q1 Schedule</td>
<td>7/1</td>
<td></td>
<td>10/1</td>
</tr>
<tr>
<td>Q2 Schedule</td>
<td>10/1</td>
<td></td>
<td>1/1</td>
</tr>
<tr>
<td>Q3 Schedule</td>
<td>1/1</td>
<td></td>
<td>4/1</td>
</tr>
<tr>
<td>Q4 Schedule</td>
<td>4/1</td>
<td></td>
<td>7/1</td>
</tr>
</tbody>
</table>

Each release cycle will have a duration of 12-13 weeks. Only approved ICRs can be included in a release. The PPMS System Owner must approve all ICRs before the beginning of a release cycle.
BUREAU RESPONSIBILITIES - REQUESTING A CHANGE

Bureau PMOs or SMC team members will complete an ICR form to document the request and requirements in detail (Appendix A). The request should be emailed to sunflowerhelpdesk@doc.gov. A completed ICR must come from a named Bureau PMO and not a general system user. Users submitting requests that do not adhere to these procedures will be referred back to the Bureau PMO for direction. This allows the Bureau PMO to review and modify change requests and determine if the request is practical, valid, and in the best interest of the Department.

BUREAUS WITH DEDICATED RESOURCES

Because the environment is a shared system, Bureaus with dedicated Sunflower resources (i.e. NOAA and Census) are responsible for executing the phased approach and approval process. OPPTM will meet with Bureaus with dedicated support to discuss amount of ICRs included and priorities for release.

CCB has the authority to approve system changes through the ICR process. Bureau requests and documentation using the ICR form are required. Dedicated Bureau resources will be responsible for completing work with regards to system changes, including development and testing. The SMC will document the process to ensure system stability and continuity.

For ICRs which have global impacts, the System Owner has the discretion to assign a technical team to complete the task based on available resources. Additional information for each phase and the impact on Bureaus with dedicated resources are annotated in each phase description in the Implementation Tasks section of this document.

INTERNAL CHANGE REQUESTS

ICR CATEGORY

During the review phase of the release, each ICR is classified. There are four types of ICRs. The ICR type is identified by the requester, but can also be completed by the SMC if the type is unknown.

1. Enhancement
2. Bug Fix
3. Configuration
4. Data Load/Fix

Enhancement
The Enhancement ICR is used to submit requests to enhance Sunflower functionality, including existing functionality or new functionality. For example, implementing new reports, implementing restrictions on what data values can be entered into a certain field, or implementing vendor released patches would be classified as an enhancement ICR.

(Note: DOC Bureau PMOs do not request the implementation of vendor released patches, instead the SMC and the System Owner schedule the implementation of patches into quarterly release cycles based on the release date of the patch and the priority level of the patch).
Bug Fix
The Bug Fix ICR is used to submit requests to fix issues with existing Sunflower functionality, whether it’s standard functionality or custom functionality. The Bug Fix is not used to request new functionality or to request enhancements to existing functionality. For example, making an existing field on a custom report wider so it’s legible would be classified as a Bug Fix.

Configuration
The Configuration ICR is used to request a change to an existing configuration, or the configuration of a new value in Sunflower. For example, requesting a new Initial or Final Event would be classified as a Configuration ICR.

Data Load/Fix
The Data Load/Fix ICR is used to submit requests for mass data loads via the Sunflower toolkit. For example, applying a fix to large amounts of data or loading of new information would be classified as a Data Load/Fix ICR. Data Loads/Fixes require approval from the requesting PMO and OPPTM, but are not subject to the quarterly release time frame, UAT, and CCB approval. The SMC will work with the requester on requirements and a timeline.

REQUEST CLASSIFICATION

Emergency Classification
Bureau PMOs may request to classify the ICR as an emergency. OPPTM will authorize the final classification. Please see the Section titled, Emergency Change Requests for more information on this classification.

Low Impact Classification
Bureau PMOs may request to classify the ICR as having low impact to users across the system. OPPTM will authorize the final classification. Please see the Section titled, Low Impact Requests for more information on this classification.

IMPLEMENTATION TASKS AND TIMEFRAME

The sections below list the activities that occur during the 12-13 week release process. Each task is associated with a schedule and deadline for the ICR to be included in the quarterly release.

IMPLEMENTATION APPROACH

The sections below list the activities that occur during the release cycle. Each task is associated with a timeframe and date by which the task must be completed for the ICR to be included in the quarterly release.

PHASE 1 - REVIEW AND DOCUMENTATION

Duration – Approximately 2 Weeks

1. Bureau PMOs will submit ICRs 1-2 weeks before the start of each quarter so the SMC can document incoming requests accordingly. If the SMC receives an ICR after this review period, it will be reviewed during the next quarter, unless classified as emergency or low impact.
2. Once the SMC receives a completed ICR from a Bureau PMO, a SMC team member will document the request in a centralized ticketing system for tracking purposes.

3. During the first 2 weeks of the quarter, documented requests will be reviewed by the SMC and OPPTM. OPPTM and SMC will determine if the request is valid and feasible. The System Owner must pre-approve ICRs before moving into Phase 2, including Bureaus with dedicated support. OPPTM will coordinate with Bureaus with dedicated support to discuss the amount of ICRs included and priorities for release.

4. Upon pre-approval from the SMC and OPPTM, the ICR documentation will be emailed to the CCB and any Subject Matter Experts (SME) for review and feedback. Comments will be taken into consideration as the SMC begins to design solutions.

5. Once the request is approved and prioritized, a SMC team member will document the necessary requirements, design, and configuration documentation, along with any other relevant materials for the ICR that will be released during the upcoming quarter.

---

**PHASE 2 – DESIGN AND INTERNAL TESTING**

**Duration: Approximately 6 Weeks**

1. Technical development for the ICR design and solution will begin 10 weeks prior to release date and must be completed no later than 4 weeks before the release date. This phase will also include updating any documentation as the code is developed and details are finalized.

2. Any necessary code changes or fixes will also be completed during the testing phase.

3. Testing in the Test environments by SMC personnel will begin when development has been completed. Testing will determine whether or not the processes developed performs as it was intended in the design, and based on the requirements. To ensure initial compliance with requirements and expectations, functionality will be tested as individual tasks during unit testing. The business process will be simulated and functionality will be collaboratively tested.

4. Design and testing for ICRs submitted by Bureaus with dedicated support will be completed by its dedicated Sunflower resources. If ICRs assigned are not completed by the end of the development period, development will stop and the ICR will be rolled into the next release cycle. It is imperative that developments cease to allow for UAT and the completion of the remaining phases.

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**PHASE 3 – CHANGE CONTROL BOARD REVIEW**

**Duration: Approximately 1 Week**

1. Entire ICR and tested solution will be presented at the CCB Meeting by the SMC team.

2. Final viewing and approval of ICRs will be completed at the CCB meeting.

3. Approval and voting on the ICRs will be by majority, as stated in the CCB Charter (Appendix B). SMEs/Advisors may also be present at the CCB, if requested by a Bureau PMO. SMEs/Advisors are not permitted a vote, but may provide discussion.

4. Bureaus with dedicated support and bureau specific ICRs need to gain approval of ICRs by CCB.

5. The System Owner and OPPTM reserve the right to remove an ICR from the quarterly release if the system impact causes technical or business policy issues.
6. Bureaus have the ability to express concerns regarding system changes. Depending on the concern, the implementation of a ICR could be denied or delayed by the System Owner.

7. Changes to fields that may require data cleanup on the part of the system users will be communicated at CCB meetings. Bureau PMOs are responsible for identifying the impact it will have on business processes and are responsible for communicating this in advance to users.

**PHASE 4 – USER ACCEPTANCE TESTING (UAT)**

**Duration: Approximately 2 weeks**

1. One week will be allotted for UAT. UAT must be completed one week prior to the release date.

2. User acceptance testing will generally take place as an independent activity for testers. Participants will receive login instructions to a test environment, test scripts, and instructions for verifying results via email.

3. Bureau PMOs may volunteer to participate in UAT of a particular ICR to become more involved in the system change and approval process. Bureau super-users may also validate that the design meets their business requirements through acceptance testing activities.

4. Members of the CCB may volunteer or designate one SME to participate in UAT for additional experience with the release before it goes live in Production. This process will take into consideration the complexities of a shared environment. Bureaus with custom solutions or complex business processes are encouraged to participate.

5. Testing includes the proposed ICR solutions, as well as regression testing, of all functionality.

6. The SMC is responsible for preparing testing activities, including the creation of test scripts, communicating with designated testers, and compiling results for review by OPPTM.

7. The SMC and OPPTM will collaborate to solicit volunteers and schedule kick-off meetings, if necessary. The ideal/suggested number of volunteers should not exceed 7-10 testers on an ICR.

8. Testing documentation must be approved by the SMC Lead and the Technical Lead prior to testing. This is to ensure that all scenarios are being tested thoroughly and completely. For more information on what is included, please see the Documentation section.

9. If UAT results report challenges with the solution or other aspects of system functionality, the SMC will work to fix challenges and will retest in the remaining week. If SMC is able to complete the fix in time for the release, the solution will be released as planned. If SMC is unable to complete the fix in that time frame, a new project schedule will be given to that ICR. If the ICR is deemed as a lower priority, it will be added to the next release cycle.

10. Following the completion of testing, participants will submit testing results via email to the SMC. This email shall be sent to the SMC indicating that results are satisfactory or indicating that any challenges found. Email records of approval/denial of UAT results are kept as records and included with ICR documentation.

11. OPPTM and SMC will discuss progress during weekly status meetings.

12. Following SMC review and approval of testing, the SMC will submit the results to the System Owner for review and approval.
PHASE 5 - IMPLEMENTATION

Duration: Approximately 1 Week

1. Once the steps above are complete and final approval is given from the System Owner, a SMC functional and/or technical resource will take the appropriate course of action to prepare for Production installation.

2. The SMC will work with Enterprise Application Systems (EAS) team to install changes in the Production environment and will internally document system changes accordingly. Please see the Documentation section for more information on the Internal Configuration Matrix and System Design documents.

PHASE 6 - COMMUNICATION

Duration: 1 week prior to Implementation

1. The SMC will communicate general contents of the Quarterly Release to system users via Bureau PMO created distribution lists. Communication will also be sent to Bureau PMOs to distribute to their respective field users prior to Production implementation. Bureau PMOs are strongly encouraged to send follow up communications to convey the implications. Bureau PMOs will remain the main point of contact for system users.

2. A series of communications will be sent to Bureau distribution lists about the release. Bureau PMOs are strongly encouraged to disseminate this information to their user base. Communications include:
   a. Pre-Release Communication – This email will be sent to all users on Bureau PMO distribution lists 1 week prior to the release. It will provide a high level overview of system changes.
   b. System Maintenance Notification – This email will be sent to all users on Bureau PMO distribution lists one day before the implementation. It will outline system outages due to the release implementation.
   c. Go Live/Post-Release Notification – This email will be sent to users on Bureau PMO distribution lists on the first week the releases are live in Production. This will serve as a reminder of system changes and a confirmation that the release is complete.

EMERGENCY CLASSIFICATION - INTERNAL CHANGE REQUEST (ICR)

An ICR classified as an Emergency, is defined as a bug fix or an issue with existing core functionality that prevents users from performing as-is PPMS system duties. An emergency ICR is not subject to a vote by the CCB. Enhancements to the system will never be considered as emergency ICRs. Emergency ICRs will be accepted based on date submitted and priority. As much as possible, ICRs will be accepted on a first-come, first-serve basis. In some cases, they will be added to the planned set of ICRs during the current release quarter to streamline communication.

Emergency ICRs can be submitted by emailing an ICR form to the SMC. ICRs are indicated as Emergency ICRs, by checking the “Emergency Request,” checkbox on the Form. Once submitted, the SMC evaluates the urgency and recommends an implementation date to the System Owner during its weekly status meetings, or via email if the ICR cannot wait for the next scheduled meeting.
If the Emergency ICR is approved by the System Owner, the SMC determines an implementation timeframe. The processes outlined in earlier sections of this document will be followed, but on a condensed time schedule. All activities remain the same. Specific timeframes for each Emergency ICR will vary depending on the specific ICR requirements and priority.

To ensure transparency across the Department, all emergency ICRs will be communicated with the Go Live/Post-Release notification at the end of each quarter.

**LOW IMPACT CLASSIFICATION - INTERNAL CHANGE REQUEST (ICR)**

An ICR classified as Low Impact, is defined as a request that has little to no impact on users and is not subject to a vote by the CCB. Low impact requests may be classified as such when system changes to a Bureau's unique business process do not affect the general user group. Small changes that have little impact on the overall system or scope of SMC tasks do not require the same rigor as those with wider implications to the system and its users. Low impact ICRs will be accepted based on the date submitted and priority. As much as possible, ICRs will be accepted on a first-come, first-serve basis unless dictated directly to Bureau-dedicated resources. Low impact ICRs will be considered for off-cycle release. In some cases, they may be added to the planned set of ICRs during the current release quarter to streamline communication.

Examples of low impact ICRs can include custom report modifications and reference data modifications.

Low impact ICRs can be submitted by emailing an ICR form to the SMC. ICRs are indicated as low impact ICRs, by checking, the “Low Impact,” checkbox on the form. Once submitted, the SMC evaluates the level of impact and recommends a status and implementation date to the System Owner during its weekly status meetings, or via email if the ICR cannot wait for the next scheduled meeting.

If the low impact ICR is approved by the System Owner, the SMC determines an implementation timeframe. The processes outlined in earlier sections of this document will be followed, but on a condensed time schedule. All activities remain the same. Specific timeframes for each low impact ICR will vary depending on the specific ICR requirements and priority.

To ensure transparency across the Department, all low impact ICRs will be communicated with the Go Live/Post-Release notification at the end of each quarter.

**RISK MANAGEMENT**

ICR forms will include a documented Back Out Plan should the ICR be deemed unnecessary or is not approved after final development. The Back Out Plan is included in the Sunflower Only section of the ICR form.

Bureau PMOs should communicate concerns to the System Owner regarding objections or concerns. The System Owner will make final decisions regarding ICR implementation or if the Back Out Plan will be utilized at any stage of the process.
UNAUTHORIZED SYSTEM CHANGES

No changes are implemented in Production without the above ICR approval process. Additionally, changes must be approved by the System Owner, SMC Lead, SMC Technical Lead, and OPPTM. Production access is limited to the SMC, and access to apply code changes is restricted to the SMC Technical team members. If unauthorized changes are made to the PPMS, applicable actions against the respective SMC team member would be taken to ensure actions did not happen again.

DOCUMENTATION

The SMC team utilizes the following documentation in conjunction with the ICR implementation phases.

All documentation is due in its final form 10 weeks prior to the release. Documentation is to include all necessary requirements and testing materials, along with any other relevant artifacts. Documentation will be stored in its respective Release folder on the shared Sunflower drive.

Documentation for each release will include the following:

1. Completed ICR
2. Updated Configuration Matrix based on ICR design
3. Test Scripts

COMPLETED ICR FORM (PMO)

Sections I & II of the ICR form must be completed and received by the SMC prior to the start of a quarter in order to be considered for the upcoming release. If the ICR is received after the first day of the quarter, the ICR will be considered for a future release, unless it has an emergency or low impact classification. The ICR must include all requirements for the system change.

COMPLETED ICR FORM (SMC)

Section III of the ICR form must be completed by the SMC within one week of going live in Production.

UPDATED SMC CONFIGURATION MATRIX

The PPMS Configuration Matrix and System Design Document is maintained by the SMC and is an internal document used to track system configurations and user code. Following the finalized design of each ICR included in the release, the PPMS Configuration and Design document will be updated to include any configuration changes that will be made because of the release, and any code changes that will be updated due to the release.

TEST SCRIPTS

Test scripts will be developed for each ICR included in the release. The test scripts will be developed by the SMC.
The Test script will include the following information:
- ICR name and ICR number
- Bureau PMO who submitted the ICR
- SMC Developer assigned to the ICR
- PPMS tester
- Set of one or more test scenarios
- Description of the test scenario
- The role needed for testing
- The expected results of the test
- The asset used for testing
- The login used for testing
- If the test passed or failed
- Any applicable notes regarding the test
- Date testing was completed

If vendor released patches are included, a test scenario, as well as any applicable negative test scenarios, will be documented for each item listed in the readme file.
APPENDIX A—ICR FORM

DOC SUNFLOWER MANAGEMENT CENTER
INTERNAL CHANGE REQUEST (ICR) FORM

This form is used for all requests and changes to the Sunflower application at the Department of Commerce. Please submit this form to sunflowerhelpdesk@doc.gov. Dark blue text fields are annotated for Sunflower Use Only.

SECTION I: REQUESTER AND BUREAU INFORMATION

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<th>Sequence Number: SUNFLOWER USE ONLY</th>
<th>Type of Change:</th>
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<td>Initiated By:</td>
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<td>Bureau/Submitted By (PMO Only):</td>
<td>☐ Bug Fix</td>
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<tr>
<td>Date Submitted:</td>
<td>☐ Configuration</td>
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<tr>
<td>Request Classification:</td>
<td>☐ Data Load</td>
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SECTION II: REQUEST DESCRIPTION

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<th>Request Title: SUNFLOWER USE ONLY</th>
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<tr>
<td>Description of Request: (Enter the general description of the bug/fix OR enhancement request)</td>
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<tr>
<td>Current Impact: (Describe the impact that this bug or need for enhancement currently has on the system. Include significant impact descriptions for month end, or year-end closing, etc.)</td>
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</tbody>
</table>
## Desired Result:

*Describe the proposed solution for how to correct the bug or to achieve the enhancement. Describe the impact that the change will make on the system.*

## SECTION III: SYSTEM INFORMATION – SUNFLOWER USE ONLY

### Analysis:

*NOT REQUIRED FOR BUG FIXES*

*Include background information that is Sunflower specific to help identify the root of the problem.*

### Solution:

*Describe the proposed solution for how to correct the bug or to achieve the enhancement.*

### Solution Impact:

*NOT REQUIRED FOR BUG FIXES*

*Describe the end result impact that the change will make on the system.*

### Back Out Plan:

*NOT REQUIRED FOR BUG FIXES*

*Describe what will be done if the change does not work or effects the system negatively.*
**Reference File and Revision Number:**

(Insert the file name and file path for the change script/code)

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<th>Q4 (7/1)</th>
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<td>☐ Other (Emergency &amp; Low Impact Releases Only – Provide details below)</td>
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<th>Date Approved or Denied:</th>
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**SECTION V: DOC Approvals – SUNFLOWER USE ONLY**

Email approvals or denials will be used to indicate DOC acceptance. All related DOC emails will be stored in the SMC Shared Drive in the respective ICR Folder.

**List of Approvals Receive via Email**

*This is a running list of all approvals received.*

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**SECTION V: User Acceptance Testing (UAT) – SUNFLOWER USE ONLY**

Email approvals or denials of the results will be used to indicate UAT acceptance. All final UAT results emails will be stored in the SMC Shared Drive in the respective ICR Folder.

**List of UAT Participant Names**

*This is a running list of all planned UAT participants.*

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<th>Sunflower Helpdesk Support Provider:</th>
<th>Date Completed</th>
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13
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<tr>
<th>Requesting Bureau Tester Names:</th>
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<tr>
<td>Additional UAT Volunteer Names:</td>
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### List of Approvals Receive via Email

*This is a running list of all approvals received.*

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<thead>
<tr>
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DEPARTMENT OF COMMERCE
Office of the Secretary
Office of Financial Management

SUNFLOWER CHANGE CONTROL BOARD CHARTER

Updated: April 2017
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CHARTER

This Charter sets forth the purpose for the Department of Commerce Sunflower Change Control Board (hereafter referred to as the “Board”). Further, it describes the functions of the board members; assigns certain responsibilities and duties for the Board; and constitutes the framework within which it will function. The Director, Office of Financial Management, is the Board’s Executive Sponsor; and the Director, Office of Administrative Programs, serves as the Board’s Executive Officer.

A. Purpose and Functions

This Board is essential to ensuring that the Department’s Personal Property Management System (PPMS), also known as the Sunflower Enterprise System, is centrally controlled by the Office of the Secretary. The primary responsibility of the Board is to assess and determine the impact of Sunflower change requests, otherwise known as Internal Change Requests (ICRs), prior to changes being applied to the system. The Board shall operate within the provisions of this Charter.

B. Membership

The Director, Personal Property and Transportation Division (PPTD), shall serve as the Chairperson of the Board. A PPTD staff member, designated by the Chairperson, will serve as the Assistant Chairperson. In the event the Chairperson is absent, the Assistant Chairperson will perform the duties of the Chairperson. The Assistant Chairperson facilitates meetings and is responsible for developing the agenda and ensure the project remains on track. A member of the PPTD staff, designated by the Chairperson, will serve as the Recording Secretary (non-voting).

The remaining members of the Board consist of Bureau Property Management Officers (PMOs) and/or Advisors (non-voting) or their representative from the offices or bureaus listed below:

1. Bureau of Economic Analysis (BEA)
2. Bureau of Industry and Security (BIS)
3. United States Census Bureau (Census)
4. Economic Development Administration (EDA)
5. Economics and Statistics Administration (ESA)
6. International Trade Administration (ITA)
7. Minority Business Development Agency (MBDA)
8. National Institute of Standards and Technology (NIST)
9. National Oceanic and Atmospheric Administration (NOAA)
10. National Telecommunications and Information Administration (NTIA)
11. National Technical Information Service (NTIS)
12. Office of Inspector General (OIG)
13. Office of the Secretary (OS), Office of Financial Management (OFM)
C. Officers' Duties

The Board officers consist of the Chairperson, Assistant Chairperson, and Recording Secretary. The responsibilities of each position are listed below:

1. Chairperson
   a. Ensures meetings are conducted in accordance with the Charter
   b. Ensures issues are addressed in an orderly, efficient manner
   c. Engages Board members and "leads the team"
   d. May occasionally be called upon to represent senior management at executive level meetings to brief Sunflower PPMS changes

2. Assistant Chairperson
   a. Manages and oversees operation of the Board
   b. Monitors the Board’s workflow for efficiency and quality
   c. Prepares and submits reports to management
   d. Studies and implements applicable regulations, policies, and procedures
   e. Assumes the responsibilities of the Chairperson in his/her absence
   f. Develops and distributes the meeting agenda
   g. Assists the Chairperson as required

3. Recording Secretary (Non-voting member)
   a. Maintains records pertaining to the Board
   b. Keeps accurate and concise records/minutes of each Board meeting that must include the following:
      1) Date and location of meeting
      2) Time meeting was called to order
      3) Names and office/bureau of those in attendance
      4) Approval of minutes of previous meeting (as read, printed, or corrected)
      5) Verbatim statement of motion(s) with name(s) of initiator and person who seconds the motion
      6) Passage or failure of motion and whether or not the vote was unanimous or ruled by the majority
      7) Time of adjournment
D. Board Guidelines

The Board is authorized to make decisions on applicable PPMS ICRs and is required to report the approval/disapproval of the request at the next scheduled Board meeting.

The Board will adhere to the following guidelines:

a. Requesting Bureau or Sunflower is responsible to present PPMS ICRs to the Board
b. Review and provide comments to PPMS ICRs
c. Ensure corrective action is taken to address specific risks identified throughout implementation to achieve satisfactory resolution
d. Ensure actions are taken to minimize future risks
e. Approve PPMS ICRs
f. Review policy, business rules, configuration management, communications, security, interfaces, and training related to implementation
g. Bureau members act as a “Champion” or “Advocate” for their organization
h. Bureau members coordinate actions within their organizations to obtain buy-in and approvals for user acceptance test activities

E. Advisors

Advisors are non-voting members who provide subject matter expertise in the areas of property management, information technology, and financial management.

F. Meetings

Meetings will be held bi-monthly and may convene as necessary to discuss special topics.

G. Meeting Agenda

1. Proposed agenda items for review and consideration will be submitted to the Assistant Chairperson at least one week prior to the scheduled meeting
2. The Assistant Chairperson will develop the meeting agenda and include appropriate proposed agenda items for discussion
3. The Assistant Chairperson will distribute the final agenda electronically to Board members two days prior to the meeting

H. Expectations

1. Members are encouraged to attend all meetings
2. Members should notify the Chairperson and/or Assistant Chairperson if unable to attend meetings
3. Members unable to attend Board meetings during the prescribed term should consider having an alternate representative in their absence
4. Meetings will be conducted on a formal basis under the leadership of the Chairperson
5. Each member of the Board will have one vote except for the Recording Secretary, Advisors, and Executive Officer. In case of a tie, the Executive Officer will vote.
6. Only the issues identified on the agenda will be acted upon during a meeting
7. New issues may be addressed, but no action will occur until it is formally introduced on the next agenda, with the exception of issues requiring immediate action(s)
8. Passage of any action will require a majority vote of the Board members present

I. Meeting Minutes

1. Minutes of the Board meetings will be approved and accepted into the record
2. A transcript of approved Board meeting minutes will be provided to members within one week of approval

__________________________
Gay Shrum – Executive Officer  
Director, Office of Administrative Programs  
4/6/2017  
Date

__________________________
Stephen M. Kunze – Executive Sponsor  
Deputy Chief Financial Officer and  
Director for Financial Management  
4/7/2017  
Date