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Production Capability Assurance Program (PCAP) Data Base Support Process/Procedures and Roles/Responsibilities

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Abstract

This document presents a set of proposed business process and procedures in support of the Production Capability Assurance Program (PCAP) Data Base. These processes and procedures have been adopted by the DOE Albuquerque Weapon Quality Division.

Section 1 presents processes and procedures. The procedures support the PCAP Data Base. These procedures fall into the following three (3) categories: Input, Administrative, and Maintenance. Each process has supporting procedures that clearly define the effort to support the PCAP Data Base.

The Input category consists of data receipt, data entry, and entry verification and validation. Data entry is entering data that has been received in either a magnetic or hard copy form. Entry verification and validation communicates results of data entry back to the data source.

The Administrative category includes change control, access control, coordination of data base and system errors or problems, and coordination of data base and system enhancements. Access control addresses the issues of granting access to the PCAP data base and access to specific functionality such as: update, delete, and specific report initiation.

The Maintenance category includes both hardware and software maintenance, data archival and restoration, and the correction of both major and minor software and system problems. Data archival and restoration consists of backing up of the data base and, if necessary, the loading of the data base from archival media in the event of a system disaster.

Section 2 defines the roles and responsibilities associated with the processes/procedures. There are four(4) roles: System Administration, Data Base Administration, System Maintenance, and Data Base Maintenance. Each role has responsibilities associated with it. A person fills a role by assuming and facilitating or performing the responsibilities associated with the role.

Appendix 1 contains the forms used in these processes. Appendix 2 presents the logs used in the processes. Appendix 3 contains the flows of the business processes.

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Table of Contents

Introduction	3
Summary	4
1. Processes and Procedures	
1.1 Change Control	5
1.2 Access Control	6
1.3 Enhancement Planning	
1.3.1 System Enhancement Planning	6
1.3.2 Data Base Enhancement Planning	7
1.4 Archival	8
1.5 Restoration	9
1.6 Problem and Change Analysis	
1.6.1 System Problem and Change Analysis	9
1.6.2 Data Base Problem and Change Analysis	10
1.7 Preventive Maintenance	
1.7.1 System Preventive Maintenance	10
1.7.2 Data Base Preventive Maintenance	11
1.8 Corrective Action	
1.8.1 System Corrective Action	11
1.8.2 Data Base Corrective Action	12
1.9 Data Receiving	13
1.10 Data Entry	
1.10.1 Automated Data Entry	13
1.10.2 Entry Verification and Validation	14
2. Roles and Responsibilities	
2.1 System Administrator	15
2.2 Data Base Administrator	15
2.3 System Maintainer	15
2.4 Data Base Maintainer	16
Appendix 1: Forms	
Appendix 2: Logs	
Appendix 3: Process Flows	

Introduction

This document presents a set of proposed business process and procedures in support of the Production Capability Assurance Program (PCAP) Data Base. These processes and procedures will be adopted by the DOE Albuquerque Weapon Quality Division.

Section 1 presents processes and the procedures that comprise them:

- 1.1 Change Control
- 1.2 Access Control
- 1.3 Enhancement Planning
- 1.4 Archival
- 1.5 Restoration
- 1.6 Problem and Change Analysis
- 1.7 Preventative Maintenance
- 1.8 Corrective Action
- 1.9 Data Receiving
- 1.10 Data Entry

The roles and their responsibilities are discussed in Section 2 of this document. There are four roles that are involved in the processes/procedures they are:

- 2.1 System Administration
- 2.2 Data Base Administration
- 2.3 System Maintenance
- 2.4 Data Base Maintenance

Appendix 1 contains the forms used in these processes. Appendix 2 presents the logs used in the processes. Appendix 3 contains the flows of the business processes.

Summary

The sections that follow present proposed procedures to support the PCAP Data Base. These procedures fall into the following three (3) categories: Input, Administrative, and Maintenance. Each category requires supporting procedures that clearly defines the effort to support the PCAP Data Base.

The Input category consists of data receipt, data entry, and entry verification and validation. Data entry is entering data that has been received in either a magnetic or hard copy form. Entry verification and validation communicates results of data entry back to the data source.

The Administrative category includes change control, access control, coordination of data base and system errors or problems, and coordination of data base and system enhancements. Access control addresses the issues of granting access to the PCAP data base and access to specific functionality such as: update, delete, and specific report initiation.

Maintenance category includes both hardware and software maintenance, data archival and restoration, and the correction of both major and minor software and system problems. Data archival and restoration consists of backing up of the data base and, if necessary, the loading of the data base from archival media in the event of a system disaster.

1. Processes and Procedures

A process differs from a procedure in its scope and composition. A process may consist of either processes, procedures or a combination of the two. A procedure, consists of a number of "measurable" steps. A process is often related to a goal while a procedure is specific and narrow in scope. The primary focus of a procedure is to produce a result that leads to the completion of a process.

1.1 Process: Change Control

This procedure establishes a structure through which: changes to system components (hardware or software) are documented and reviewed, decisions are made through open discussion, and responses to problems or enhancements are documented. This procedure controls changes to the PCAP Data Base system creating an audit trail of the changes to the system and documenting the rationale behind them. Continuous process improvement may be built into these processes and the data base system.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- PCAP application software,
- Change Control Log,
- Problem Report Form, and
- Change Control Forms.

Roles:

- System Administrator
- Data Base Administrator

Procedural Steps:

The System Administrator (1) assigns a sequential tracking number to a Problem Report Form and depending on the complexity of the problem either 1) generates a Change Control Form with a sequential tracking number or 2) gives the Problem Report Form to either System Maintainer or the Data Base Administrator to be handled. The receipt of the form and its tracking number are recorded in the corresponding log book. The System Administrator may schedule a Change Control Board meeting to discuss the Change Control Form that has been generated, or hold on to it for the next regularly scheduled meeting.

The Change Control Board (3) reviews the Change Control Forms in the order received, unless it is delayed or a specific meeting has been convened to discuss a specific form. As well as the System Administrator, the Change Control Board can generate a Change Control Form if it is necessary. Permanent members of the Change Control Board are the System and Data Base Administrator, either may appoint others to participate on their behalf or as general members of the meeting. The System Administrator is always the convener of the meeting and is responsible for meeting location, time, agenda, and conducting the meeting. The Data Base Administrator is co-convener and is responsible for the secretarial duties. Both the System and Data Base Administrator, determine the make up of the remaining members of the Change Control Board.

The Change Control Board meetings are run formally, and may adjourn into separate business sessions. Agendas and subsequent meeting notes become part of the Change Control Log. It is during these meetings that: all changes are reviewed, analysis results are presented and discussed, enhancements are presented and discussed, and all changes are decided by a simple majority that consists of either the convener or co-convener. A Change Control Board meeting may result in any number of: assigned analyses, authorized changes/plans, edited Change Control Forms for review, delayed problems for review or analysis, and rejected or denied changes/plans. These are explicitly noted in the Change Control Log. It is the duty of the Change Control Board to notify the originator of the Problem Report Form. Authorized changes are forwarded to the appropriate administrator.

1.2 Process: Access Control

This procedure grants specific access to the PCAP Data Base applications, and insures that all granted access is documented. Access is granted to the PCAP Data Base applications that control the main data repository and not individual copies of the PCAP Data Bases. This procedure identifies the need to control access to the "main" PCAP Data Base and to scope the level of control.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software, and
- Access Control Form.

Roles:

- System Administrator

Procedural Steps:

The User who requires access to the PCAP Data Base applications (1) completes an Access Control Form and submits it to the System Administrator for Approval. Once access is approved, a password is generated by the System Administrator or alternate and issued to the User. Passwords are changed and issued on a periodic basis by the System Administrator.

1.3 Process: Enhancement Planning

1.3.1 Procedure: System Enhancement Planning

This procedure identifies, tracks, approves, plans, and manages system enhancements. This procedure structures a portion of the change control process that resides across the process categories. It conveys the type of role and coordination that the System Administrator should perform in light of system enhancements.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- PCAP application software,
- Problem Report Form,
- Change Control Form, and

- Change Control Log.

Roles:

- System Administrator
- System Maintainer

Procedural Steps:

A User fills out a Problem Report Form that contains a description of a software or system problem, or an enhancement. If the Change Control Board determines a system enhancement is needed a Change Control Form is generated. The Change Control and Problem Report Forms are then forwarded to the System Administrator for handling. This activity is noted in the Change Control Log.

The System Administrator (1) receives the Change Control Form and (2) reviews and discusses the proposed enhancements with the System Maintainer. The System Administrator and System Maintainer (3) develop a Plan that is sent to the Change Control Board for review and concurrence. Upon concurrence with the Change Control Board (3a) the task is given to the System Maintainer to perform. The System Administrator (4) receives confirmation, through an attachment to the Change Control Form, that enhancements have been tested and are ready for installation. The System Administrator (5) verifies that the enhancements have been made and are ready to be installed. The System Administrator (5a) selects a test date. After the successful completion of the test, the System Administrator (6) selects an install date and time. At the selected time the System Administrator (7) installs the enhancements.

1.3.2 Procedure: Data Base Enhancement Planning

This procedure identifies, tracks, approves, plans, and manages data base enhancements. This procedure structures a portion of the change control process that resides across the process categories. It conveys the type of role and coordination that the Data Base Administrator should perform in light of data base enhancements.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- PCAP application software,
- Problem Report Form,
- Change Control Form, and
- Change Control Log.

Roles:

- Data Base Administrator
- Data Base Maintainer

Procedural Steps:

A User fills out a Problem Report Form that contains a description of the software or system problem, or the desired enhancement. If the Change Control Board determines a data base enhancement is needed a Change Control Form is generated. The Change Control and Problem Report Forms are forwarded to the Data Base Administrator for handling. This activity is noted in the Change Control Log.

The Data Base Administrator (1) receives the Change Control Form and acknowledges the receipt on the form with a copy to the System Administrator. The Data Base Administrator (2) reviews and discusses the proposed enhancements with the Data Base Maintainer. The Data Base Administrator and Data Base Maintainer (3) develop a Plan that is sent through the Change Control Process for review and concurrence. Upon concurrence with the System Administrator (3a) the task is given to the Data Base Maintainer to perform. The Data Base Administrator (4) receives confirmation that enhancements have been tested and are ready for installation from the Data Base Maintainer, through an attachment to the Change Control Form. The Data Base Administrator (5) verifies that the enhancements have been made and are ready to be installed and (5a) arranges with the System Administrator a joint test date. The Data Base Administrator (6) arranges through the System Administrator an install date and time upon the successful completion of the test. At the approved time the Data Base Administrator (7) installs the enhancements, and (8) loads data structures as appropriate, accounting for proper null value handling along with defaults.

1.4 Process: Archival

This procedure manages, and maintains an archive of the PCAP System (system software, application software, and data not covered in the data archival procedure). This procedure provides a framework for a careful methodological approach to create a system archive. It also includes a simple identification scheme as well as a straightforward method for determining archival cycle and media requirements.

Resources:

- Macintosh (Quadra),
- Magnetic Media, and
- Archival Log.

Roles:

- System Administrator
- System Maintainer

Procedural Steps:

The System Administrator establishes the scheduled archival time and frequency according to the requirements outlined in the PCAP Database Contingency Plan. The archival sequence and frequency are kept in the Archival Log. Each archival media "set" is permanently marked according to its type (System), frequency (Wekly, Monthly or Quarterly) and is assigned a unique sequence number (00 - 99).

The log is consulted before any archival activities are performed to determine (1) the media type, frequency and sequence number required. The identified media is (2) selected from the media storage area and checked. The media may need to be replaced, and, if so, the new media is given the same markings as that being replaced.

The archival media is (3) mounted, and the (4) archival application is initiated with the user responding appropriately to the application. Date and media markings are noted in the log along with any unusual circumstances or occurrences.

1.5 Process: Restoration

This procedure provides guidelines for the restoration of the PCAP System (system software, and application software from archive in the event of a disaster. This procedure provides some traceability to the restoration from archives of the system (system software, and application software.

Resources:

- Macintosh (Quadra),
- Archival Media, and
- Archival Log.

Roles:

- System Administrator
- System Maintainer

Procedural Steps:

The Archival Log is (1) used to determine from which archive data is to be restored from. The media identifier is (2) verified with the Archival Log. The media is (3) mounted, and the application is initiated with the user responding to the application. At the successful completion of the restoration an (5) entry is placed in the log noting date, time, media markings, reason for restoration, authorization, what was restored, and where on the system it was restored. The archival sequence must be reviewed by the System Administrator and adjusted if necessary.

1.6 Process: Problem and Change Analysis

1.6.1 Procedure: System Problem and Change Analysis

This procedure establishes the manner in which Problem Reports and Change Control Forms are analyzed as directed through the Change Control Process. This procedure removes a level of ambiguity as to how solutions to problems or changes are identified. It also provides the details for an audit trail on who, when, and why certain solutions were considered.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- Change Control Form, and
- PCAP application software.

Roles:

- System Maintainer

Procedural Steps:

A Problem Report is (1) received and (2) reviewed according to the Change Control Process. As a result of the analysis, the Change Control Form is filled out and sent back to the System Administrator.

1.6.2 Procedure: Data Base Problem and Change Analysis

This procedure analyzes the Problem Reports and Change Control Forms, as directed through the Change Control Process. This procedure removes a level of ambiguity as to how solutions to problems or changes are identified. It also provides the details for an audit trail on who, when, and why certain solutions were considered.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- PCAP application software,
- Problem Report Form, or
- Change Control Form.

Roles:

- Data Base Maintainer

Procedural Steps:

A Problem Report is (1) received and (2) reviewed according to the Change Control Process. As a result of the analysis, a Change Control Form is filled out and sent back to the Data Base Administrator.

1.7 Process: Preventive Maintenance**1.7.1 Procedure: System Preventive Maintenance**

This procedure establishes guidelines for the management and performance of preventive maintenance for the PCAP System and applications not covered under the Data Base Preventive Maintenance Process. It is this type of maintenance that will help prevent serious problems.

Resources:

- Macintosh (Quadra),
- System and Application software, and
- Activity Log.

Roles:

- System Administrator
- System Maintainer

Procedural Steps:

The System Administrator establishes the maintenance process and frequency. The preventive maintenance process consists of such activities as rebuilding the desktop folder and defragmenting the system disks. The System Maintainer performs the actual preventive maintenance processes and notes the activities and their results in the Activity Log. All requests to evaluate and authorize the installation of upgrades to the system or application software are made through the (4) Problem Report Form. It is not within the scope of this procedure to perform upgrades. Performing upgrades to the system is a part of the Corrective Action Process.

1.7.2 Procedure: Data Base Preventive Maintenance

This procedure establishes guidelines for the management and performance of preventive maintenance for the PCAP Data Base and its applications. This type of maintenance helps to prevent serious problems.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software, and
- PCAP Data Base.

Roles:

- Data Base Administrator
- Data Base Maintainer

Procedural Steps:

The Data Base Administrator establishes the maintenance process and frequency. The preventive maintenance process consists of such activities using the provided Data Base application tools to rebuild indices and compact data files, i.e., 4th Dimension tools and utilities. The Data Base Maintainer performs the actual preventive maintenance processes and notes the activities and their results in the Activity Log. All requests to evaluate and authorize the installation of upgrades to the system or application software are made through the (4) Problem Report Form. It is not within the scope of this procedure to perform upgrades. Performing upgrades to the system is a part of the Corrective Action Process.

1.8 Process: Corrective Action**1.8.1 Procedure: System Corrective Action**

This procedure establishes a structure through which corrective action is planned and managed, and clearly delineates that corrective action must be performed in an auditable manner. This procedure identifies a framework through which corrective actions are tracked and managed through the use of the Activity Log. The Activity Log is a useful tool in determining the types and number of changes routinely performed which is critical in understanding support resource requirements.

Resources:

- Macintosh (Quadra),
- System and Application software,

- Change Control form, and
- Activity Log.

Roles:

- System Administrator
- System Maintainer

Procedural Steps:

Once an approved Change Control Form is (1) received it is time stamped and entered into the Activity Log. A solution and time frame for the corrective action are attached to the Change Control Form. The System Administrator (2) assigns the activity notes it in the Activity Log, along with start and end dates. The assigned individual is required to (3) report progress, as required by the System Administrator, by submitting progress notes to the Activity Log. If any problems should arise during the performance of an activity (4) the System Administrator must be notified and a notation placed in the Activity Log detailing the problem and notification.

Once an activity is ready for (5) testing, the System Administrator, or representative (not the individual who performed the activity), must participate in the (5a) planning and (5b) execution of the test. The results of the test (6) are also noted in the Activity Log. Once the activity is at the point of installing or implementing a fix (7) it must be approved by the System Administrator by a notation in the Activity Log along with the appropriate signature, date of approval, and any other pertinent technical or administrative details.

1.8.2 Procedure: Data Base Corrective Action

This procedure establishes a structure through which corrective action is planned and managed, and clearly delineates that the corrective action must be performed in an auditable manner. A framework is defined that identifies which corrective actions are tracked and managed through the use of the Activity Log. The Activity Log is a useful tool in determining the types and number of changes routinely performed which is critical in understanding support resource requirements.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software,
- PCAP application software,
- Change Control form, and
- Activity Log.

Roles:

- Data Base Administrator
- Data Base Maintainer

Procedural Steps:

Once an approved Change Control form is (1) received it is time stamped and entered into the Activity Log. The Change Control Form will have an attached solution and time frame for the corrective action to be performed. An (2) assignment to perform the activity is made by the Data Base Administrator and noted in the Activity Log, along with start and end dates. The assigned individual is required to (3) report progress, as required by the Data Base Administrator, by submitting progress notes to the Activity Log. If any problems should arise during the performance of an activity, (4) the Data Base Administrator must be notified and a notation placed in the Activity Log detailing the problem.

Once an activity is ready for (5) testing, the Data Base Administrator, or representative (not the individual who performed the activity), must participate in the (5a) planning and (5b) execution of the test. The results of the test (6) are also noted in the Activity Log. Once the activity is at the point of installing or implementing a fix (7) it must be approved by the Data Base Administrator by a notation in the Activity Log along with the appropriate signature, date of approval, and any other pertinent technical or administrative details.

1.9 Process: Data Receiving

This procedure tracks the progress of the compilation and loading of required Laboratory Guidance and Plans and Budget information into the PCAP data base.

The log book is used to answer questions concerning the timeliness of the receipt of data, to determine completeness of the PCAP data base and to determine the most effective amount of time between the call for Guidance or Plans and Budgets and the receipt of data.

Resources:

- Data Log, and
- time stamp.

Roles:

- System Maintainer

Procedural Steps:

The data is received and logged into the Data Log.

1.10 Process: Data Entry**1.10.1 Procedure: Automated Data Entry**

This procedure establishes the use of an automated data entry interface to enter data into the PCAP data base. The procedure tracks the completeness of the PCAP Data Base through an automated entry process. It also results in a report used for the validation and verification of the data received and entered into the PCAP Data Base.

Resources:

- Macintosh (Quadra),
- 4th Dimension Software, and
- PCAP application software.

Roles:

- System Maintainer

Procedural Steps:

The PCAP application (1) is loaded, (2) the user responds appropriately to the application prompting for identification of data and appropriate drive unit, and (3) the user monitors the progress of the application responding to prompts as appropriate. Once the automated data entry session is completed, (4) an Import Error Report is generated and (5) the Import Error Reports are compiled for review.

1.10.2 Procedure: Entry Verification and Validation

This procedure verifies the accuracy of the automated data entry process, and verifies any data items that appear erroneous. The procedure establishes the correctness of the PCAP Data Base through the data entry processes. It results in an audit trail of data entry error corrections, including what errors were identified and how they were addressed.

Resources:

- Import Error Report, and
- Data Log.

Roles:

- System Maintainer

Procedural Steps:

The Import Error Report is (1) reviewed and, if necessary, the associated point-of-contact should be contacted to verify any questionable or suspicious data. Errors are (2) noted on the Import Error Report along with any corrections. The results of the Import Error Report are (3) noted in the Data log by source, type, correction, contacts, and date of activity. If no errors are noted, the report is (4) forwarded to the Data Base Administrator and a notation is placed into the log indicating the time and date the Data Entry was completed and sent to the Data Base Administrator.

2. Roles and Responsibilities

Each of the roles identified in the introduction has associated responsibilities that are defined in the previous section of this document (1.0 Processes and Procedures). A person fills a role by assuming and facilitating or performing the responsibilities associated with the role. The person in a role 1) clarifies the procedural schedule (such as frequency of backups), 2) determines the scope or the degree of formality and 3) determines the procedural criteria (such as the criteria for access to the database). The person in a role is responsible for making sure the necessary resources are available to perform the processes/procedures and that the processes/procedures are performed per requirements.

2.1 Role: System Administrator

The System Administrator's responsibilities are to establish the means to control changes to the overall system (hardware and software), provide general system access control, ensure the reliability of the hardware and system software, facilitate the maintenance of hardware and system software, and facilitates and participate in planning and implementing enhancements. The responsibilities of this role consist of ensuring that the following procedures are performed per requirements:

- 1.1 Change Control
- 1.2 Access Control
- 1.3.1 System Enhancement Planning

2.2 Role: Data Base Administrator

The Data Base Administrator's responsibilities are to load data into the PCAP data base, manage access to the PCAP data base, monitor and address data integrity, manage the proper handling of requested reports, and manage both data base (structural) error corrections and enhancements. The responsibilities of this role consist of ensuring that the following procedures are performed per requirements:

- 1.1 Change Control
- 1.2 Access Control
- 1.3.2 Data Base Enhancement Planning

2.3 Role: System Maintainer

The System Maintainer's responsibilities are to maintain the PCAP System (hardware and software). The responsibilities of this role consist of ensuring that the following procedures are performed per requirements:

- 1.4 Archival
- 1.5 Restoration
- 1.6.1 System Problem and Change Analysis
- 1.7.1 System Preventive Maintenance
- 1.8.1 System Corrective Action
- 1.9 Data Receiving
- 1.10.1 Automated Data Entry
- 1.10.2 Entry Verification and Validation

2.4 Role: Data Base Maintainer

The Data Base Maintainer's responsibilities are to maintain the PCAP data base, including supporting structures and application software. The responsibilities of this role consist of ensuring that the following procedures are performed per requirements:

- 1.4 Archival
- 1.5 Restoration
- 1.6.2 Data Base Problem and Change Analysis
- 1.7.2 Data Base Preventive Maintenance
- 1.8.2 Data Base Corrective Action

Appendix 1: Forms

This appendix presents the forms that the procedures utilize. The forms represent the information that procedures require to perform properly and need to communicate to other processes and procedures. The following table presents, by form, procedures and the forms they use. The forms are presented in alphabetical order.

Form	Procedure
Access Control	
	1.2 Access Control
Change Control	
	1.1 Change Control
	1.3 Enhancement Planning
	1.6 Problem and Change Analysis
	1.8 Corrective Action
Problem Report	
	1.1 Change Control
	1.3 Enhancement Planning
	1.6 Problem and Change Analysis

Change Control Form

Change Control Number:

Date/Time Received: __/__/__ :__

Initial Change Control Group Meeting Date: __/__/__

Date Required : __/__/__

INITIATION

Problem Description: _____

Related Problem Report(s): _____

Attachments: _____

INITIAL DISPOSTION

delayed until __/__/__ analyze | reject :__ date: __/__/__

Configuration Item: _____

Related Change Requests: _____

ANALYSIS

Analyst

Assignment Date: __/__/__ Due Date: __/__/__

Assigned: _____

Time Spent: _____ Time Frame: _____

Type of Analysis Performed: _____

Analysis Results: _____

Recommendations: _____

Impacts: _____

Resource Requirements: FTE _____ Costs _____

Attachments: _____

DISPOSITION

Scheduled: Start __/__/__ End __/__/__

Change Approval : _____

<signature> <date> <signature> <date>

<signature> <date> <signature> <date>

Problem Report Form

Submitter: _____ Phone Number: (____) ____ - ____ Date ____/____/____

Received by: _____ Date / Time: ____/____/____ : ____

Problem Description: _____

Can Problem be recreated? Yes/ No: ____

If Yes, Describe how.: _____

For System Administrators Use Only Change Control Group Information

Problem Report Number: ____ - ____

Type Number

Type: Software or Hardware

Person/Org _____

Date Reviewed ____/____/____

Recommendation— Authorized for Analysis Rejected Hold : ____

Impact: ____

Problem : Low, Medium, Severe or Enhancement or Performance Improvement

Change Control Number: _____ Control Group Meeting Date: ____/____/____

Access Control Form

New or Change? : ____

Requestor: _____ Phone Number: (____) ____-____
Last Name First MI

Organization: _____

Access Requirements — Data or System: ____ Other: _____

Requestor Signature Date of Request: __/__/__

Status of Access Request: _____ Date: __/__/__

Print Name Title Signature

Phone Number: (____) ____-____

Additional Information

PCAP Report Schedule

Effective Date: / /

[illegible]

PCAP Report Tracker

[illegible]

Appendix 2: Logs

Logs are used through out the processes to record pertinent information. This information can be used to perform audits of the activities that will affect the data base. It also represents a practical approach for new project team members to acquaint themselves with the system and its history. Overall, though the logs serve as a reminder that the activities performed in support of the data base are important and require traceability. The following table presents the logs and the process(es) that use them.

Log	Procedure
Activity	
	1.8 Corrective Action
	1.7 Preventive Maintenance
Change Control	
	1.1 Change Control
	1.3 System Enhancement Planning
Data	
	1.9 Data Receiving
	1.10.2 Entry Verification and Validation
Archival	
	1.4 Archival
	1.5 Restoration

Change Control Log

This log consists of Change Control Forms, Change Control Board minutes, analysis results, attachments, and business notes.

Archival Log

[illegible]

Classification Code: U=Unclassified; UC=UCNI; C=Confidential; S=Secret
Archival Code: S=System, D=Database; W=Week; M=Month; Q=Quarter

Activity Log

[illegible]

Data Log

[illegible]

Appendix 3: Process Flows

The following are the PCAP Data Base Process Flow Diagrams.

Change Control

Access Control

System Enhancement Planning

Data Base Enhancement Planning

System Archival

Restoration

User	System Administrator	Database Administrator	System Maintainer	Database Maintainer
	<pre> graph TD A[Consult System Archival Log to determine archive] --> B[Verify media identifier w/ Log] B --> C[Mount media] C --> D[Initiate application] D --> E[Complete application] E --> F[Note completion in Archival Log] </pre>			

Problem & Change Analysis

System Corrective Action

Data Base Corrective Action

Entry Verification and Validation

User	System Administrator	Database Administrator	System Maintainer	Database Maintainer
				<p>Data Receiving</p> <pre> graph TD A[Data is received] --> B[Record in Data Log] </pre> <p>Automated Data Entry</p> <pre> graph TD C[Initiate PCAP application] --> D[Respond to entry application] D --> E[Monitor application] E --> F[Complete session] F --> G[Generate Import Error Report] </pre>

Distribution:

10	MS	0558	Joan Weeks, 5402
3	MS	0558	Paul Flores, 2863
12	MS	0558	Al Beradino, 5402
1	MS	0558	Beth Weeks, 5402
1	MS	0558	Jim Woodard, 5402
1	MS	0863	Gary Ferguson, 2509
1	MS	0626	Chip Evans, 2882
2	DOE/AL/WQD/NNTB		Leona Griego
1	DOE/AL/WQD/NNTB		Carol Locklin
1	DOE/AL/WQD/NNTB		Joel Baca
1	DOE/AL/WQD/NNTB		Rick Cameron
1	DOE/AL/WQD/NNTB		Tita Naranjo
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