

New Releases

1. When the new Release Guides are made available by SunGard the DBA will download them into the “New Release Guides” folder in the “Banner” folder on the O-drive. The DBA will then notify the Banner Module Leads that the new guides are available. All notification will take place by email using the Module Leads Group in Luminis.
2. The Banner Module Leads are responsible for reviewing the guides to see what impact the new release will have on their business processes (as forms are often modified).
3. When the new Releases are made available by SunGard the DBA will apply the upgrades to:
 - SEED (In order to test the installation procedure)
 - CONV (Because CONV shares a forms code tree with TEST)
 - TRNG
 - TEST (after first cloning Production down to this instance)
4. The DBA will then notify the Banner Module Leads that the TEST instance of Banner has been updated with the newest release.
5. The Banner Module Leads are responsible for reviewing and testing the changes to their module in the TEST environment (within three weeks time).
6. The DBA will apply the upgrade to PPRD and PROD three weeks after the Banner Module Leads were notified to review the TEST instance (unless a Module Lead has communicated a problem with the upgrade that needs resolution).
 - DBA will send a reminder email to the Banner Module Leads two days prior to applying the upgrade to the PROD environment.
 - DBA will send final reminder email the day of the upgrade.