

Work Practice Instructions

SW CCR Originator Instructions

WPI0045

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1. Creating a SW CCR

- A. To create a SW CCR, click the **Create New** button on the Agile toolbar (Figure 1). This will open the New Object dialog box (Figure 2).

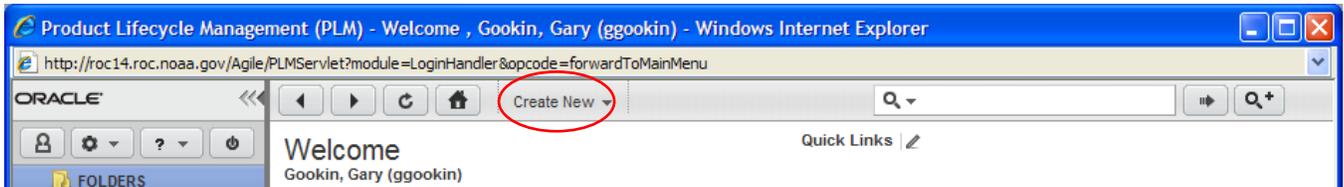


Figure 1: Agile Toolbar

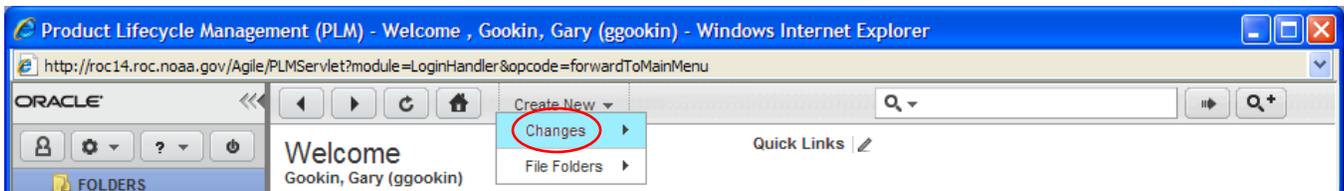


Figure 2: Create New menus.

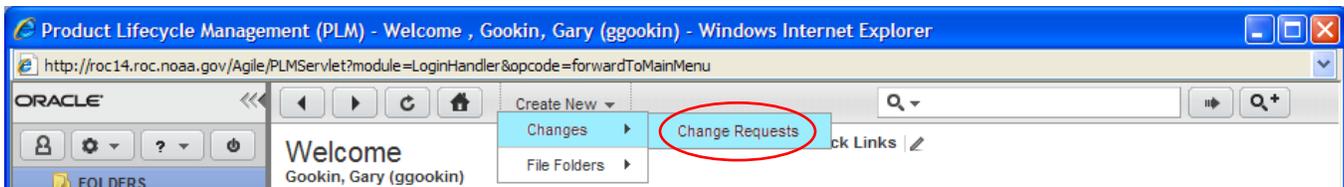


Figure 3: Changes menus.

- B. Select **Changes**, and then **Change Requests** from the **Create New** menus (Figures 2 & 3).

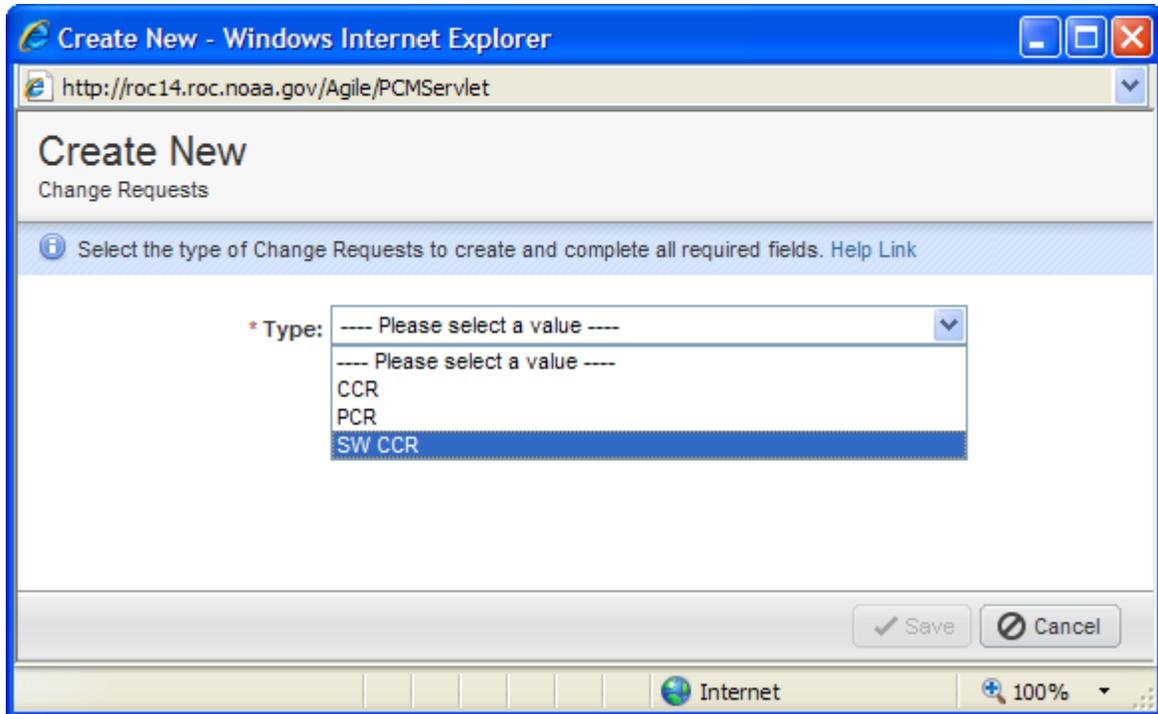


Figure 4: Create New dialog box with Type drop-down list displayed.

- C. The **Create New** dialog box will be displayed (Figure 4). Select **SW CCR** from the **Type** drop-down list.
- D. The **Create New** dialog box will refresh displaying **Number**, **Change Administrator**, and **Organization** blocks. The **Number** block will be automatically populated by Agile (Figure 5). **Do Not click the number button** **at the end of the Number block.** Unlike previous versions of Agile, this button does not number the CCR, it renumbers the CCR by advancing the CCR number.
- E. Select **Analyst, CM (cmadmin)** from the **Change Administrator** drop-down list. Please note, any selection other than Analyst, CM (cmadmin) will cause the CCR to fail to advance from Pending to Group Lead Review status.

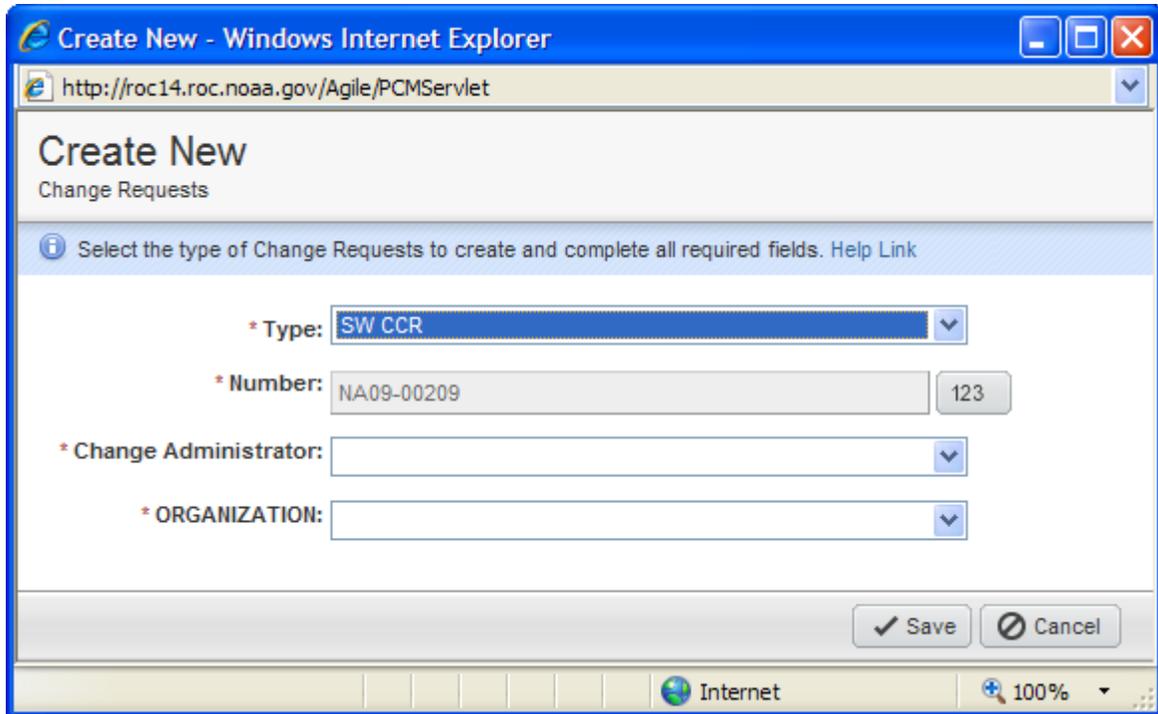


Figure 5: Create New dialog box populated with CCR number.

- F. The originator should then select his/her **organization** (group) from the **Organization** drop-down list (Figure 6). In this example, Engineering - SW RPG will be used.

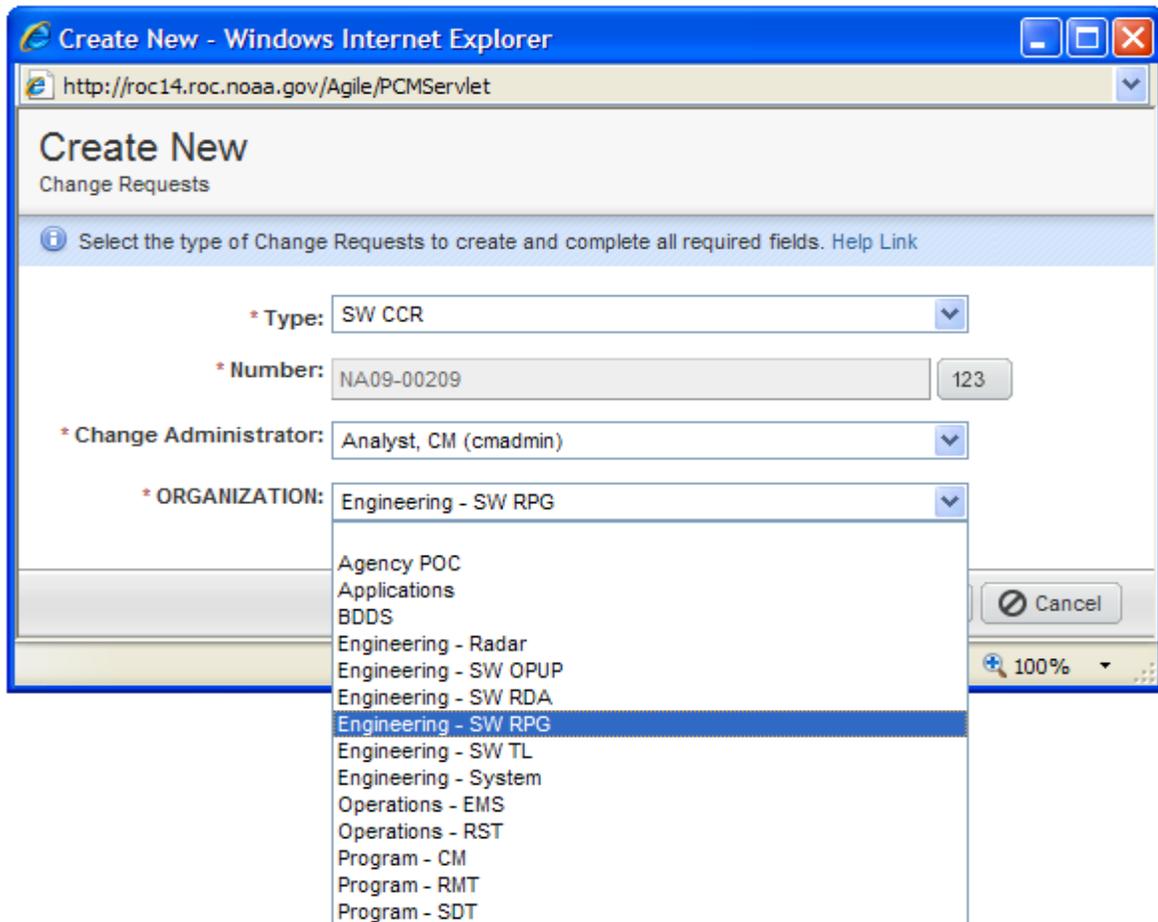


Figure 6: Engineering - SW RPG selected for Organization.

G. Click **Save** (Figure 7).

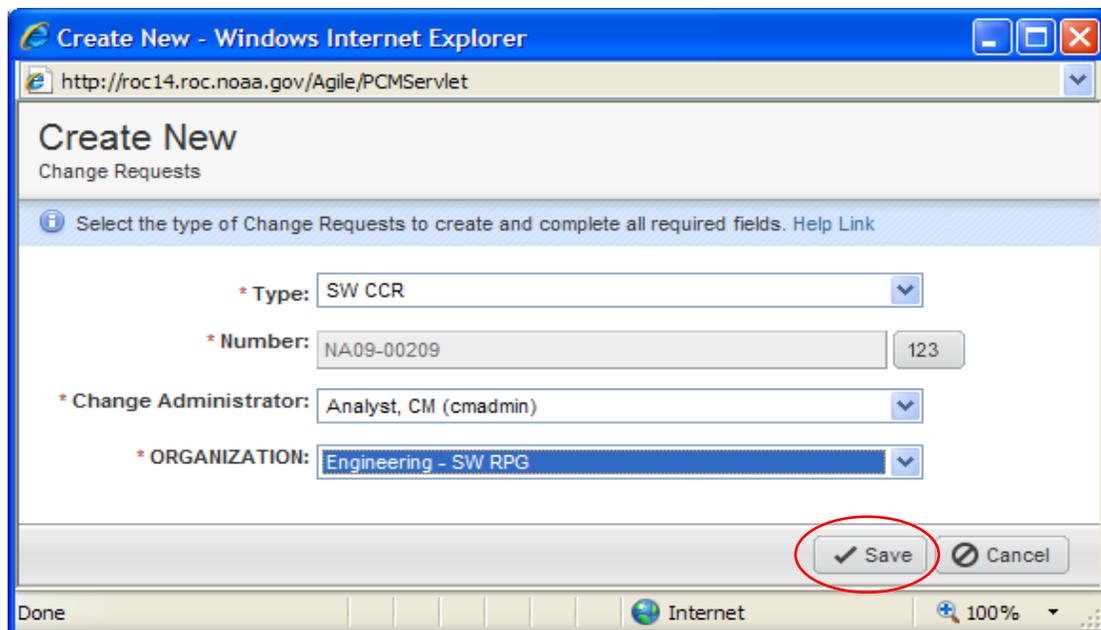


Figure 7: Click Save to display SW CCR form.

- H. Agile will create the SW CCR and display its Cover Page tab as shown in Figure 8.

The screenshot displays the Oracle PLM web application interface. The browser title is "Product Lifecycle Management (PLM) - Welcome , Gookin, Gary (gookin) - Windows Internet Explorer". The URL is "http://roc14.roc.noaa.gov/Agile/PLMServlet?module=LoginHandler&opcode=forwardToMainMenu". The main content area shows a record for "NA09-00209 SW CCR" with a status of "Unassigned". The record details include: Number: NA09-00209, CCR Type: SW CCR, Change Administrator: Analyst, CM (cmadmin), Originator: Gookin, Gary (gookin), Priority: (empty), Class: (empty), Workflow: (empty), Status: Unassigned. There are also fields for Product Line(s), Title and Description, and Proposed Solution. The interface includes a navigation pane on the left with folders like Searches, My Bookmarks, and Recently Visited. The bottom of the page shows the Oracle logo and navigation buttons like REPORTS and NAVIGATOR.

Figure 8: SW CCR form.

2. Populating the Cover Page Tab

- A. Select the **priority** of the CCR from the **Priority** drop-down list (Figure 9). If the priority is something other than routine (**R**), special processing instructions must be provided at the time the CCR is submitted or it will be processed as a routine CCR.

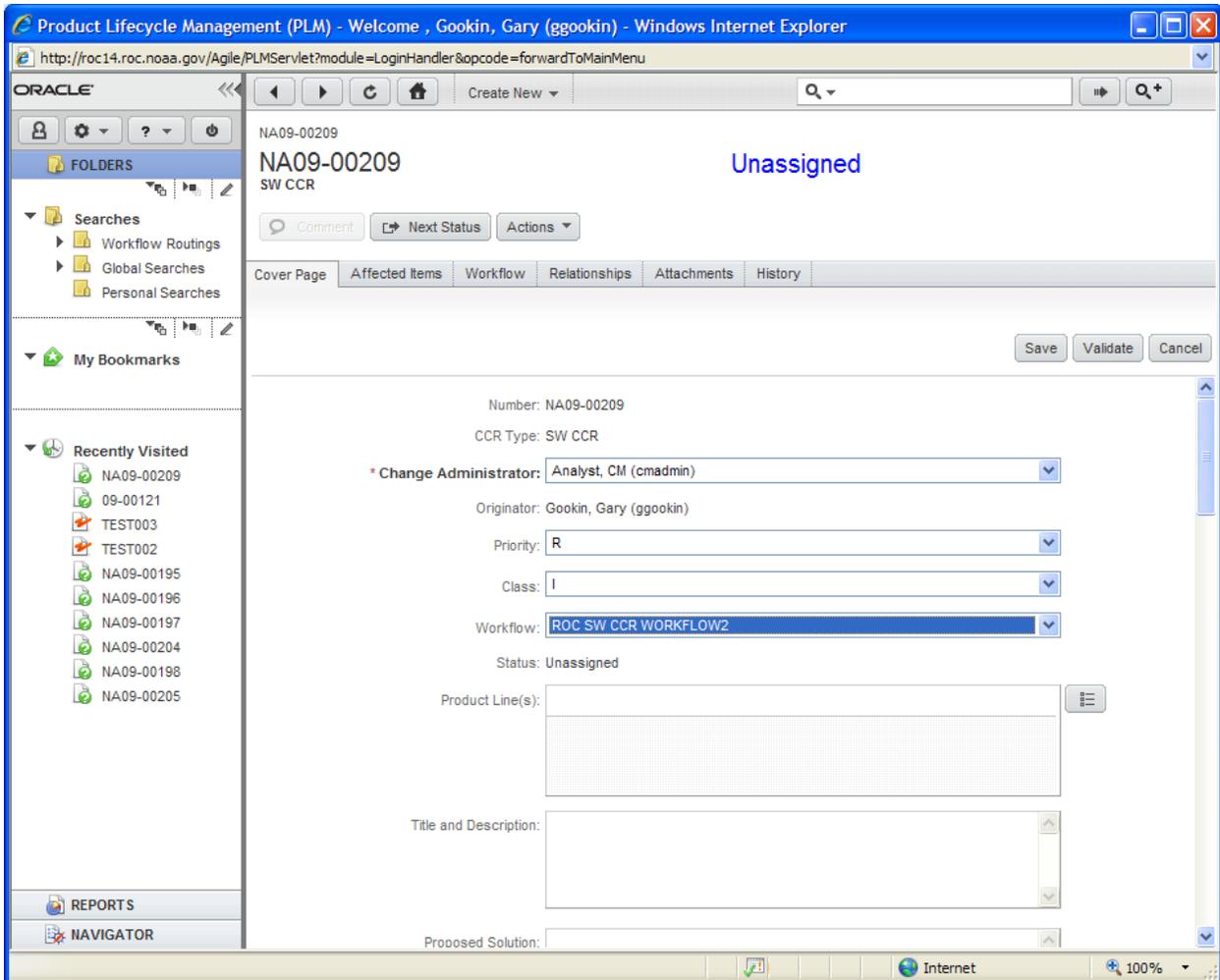


Figure 9: SW CCR form with Priority, Class, and Workflow blocks populated.

- B. From the **Class** drop-down list, select **I** (Figure 9). All SW CCRs are Class I, except Administrative CCRs, which may only be submitted by the CM Analyst.
- C. Select **ROC SW CCR WORKFLOW2** from the Workflow drop-down list (Figure 9).
- D. To populate the **Product Line(s)** block, click the options button  at the end of the Product Line(s) block. The Product Line(s) options dialog box will be displayed (Figure 10).

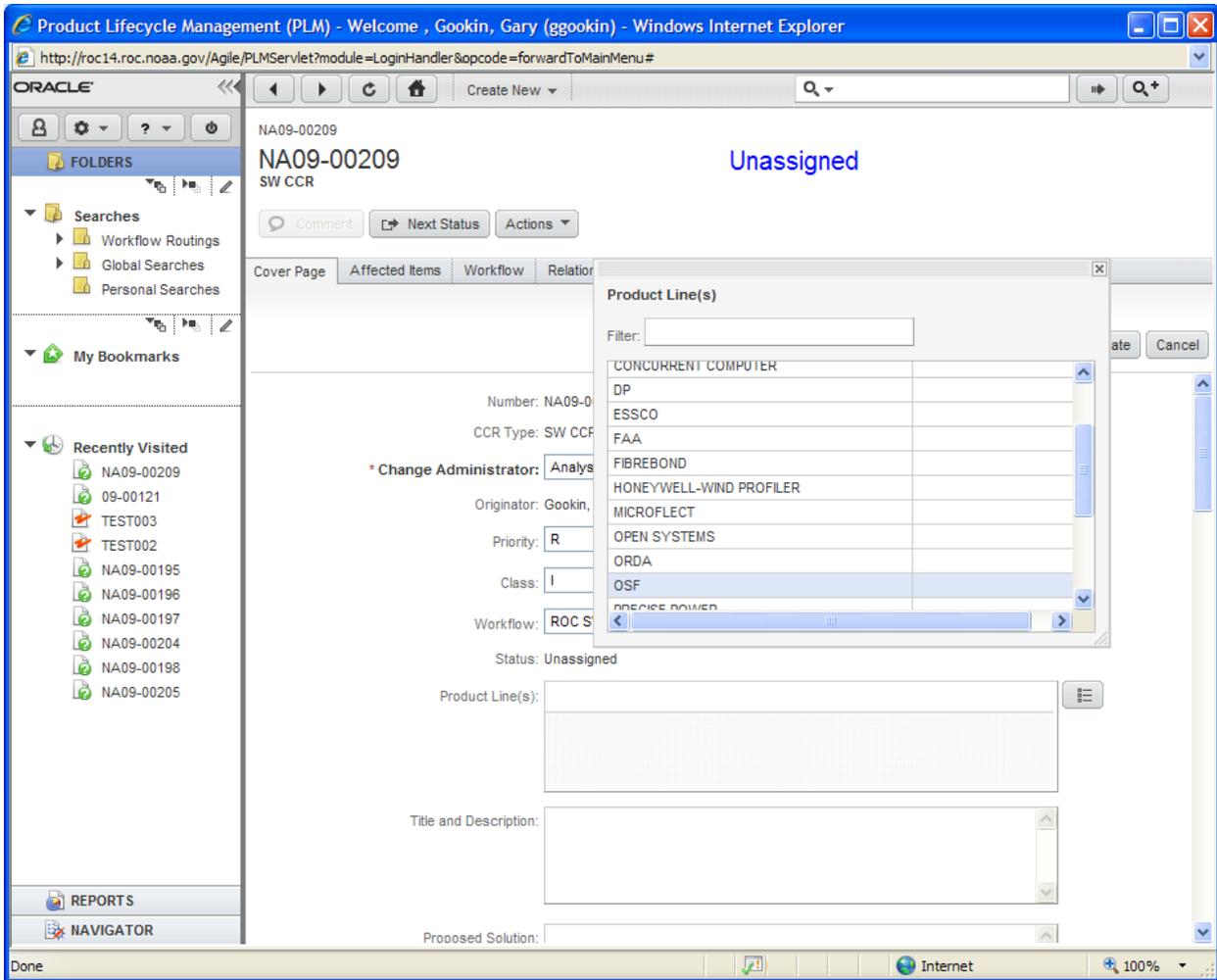


Figure 10: Product Line(s) options dialog box.

- E. Select (double-click) **OSF**. Multiple product lines may be selected by double-clicking on each selection; however, **OSF** must be one of them. A green **Added** notice will appear and then fade with each Product Line selection (Figure 11).

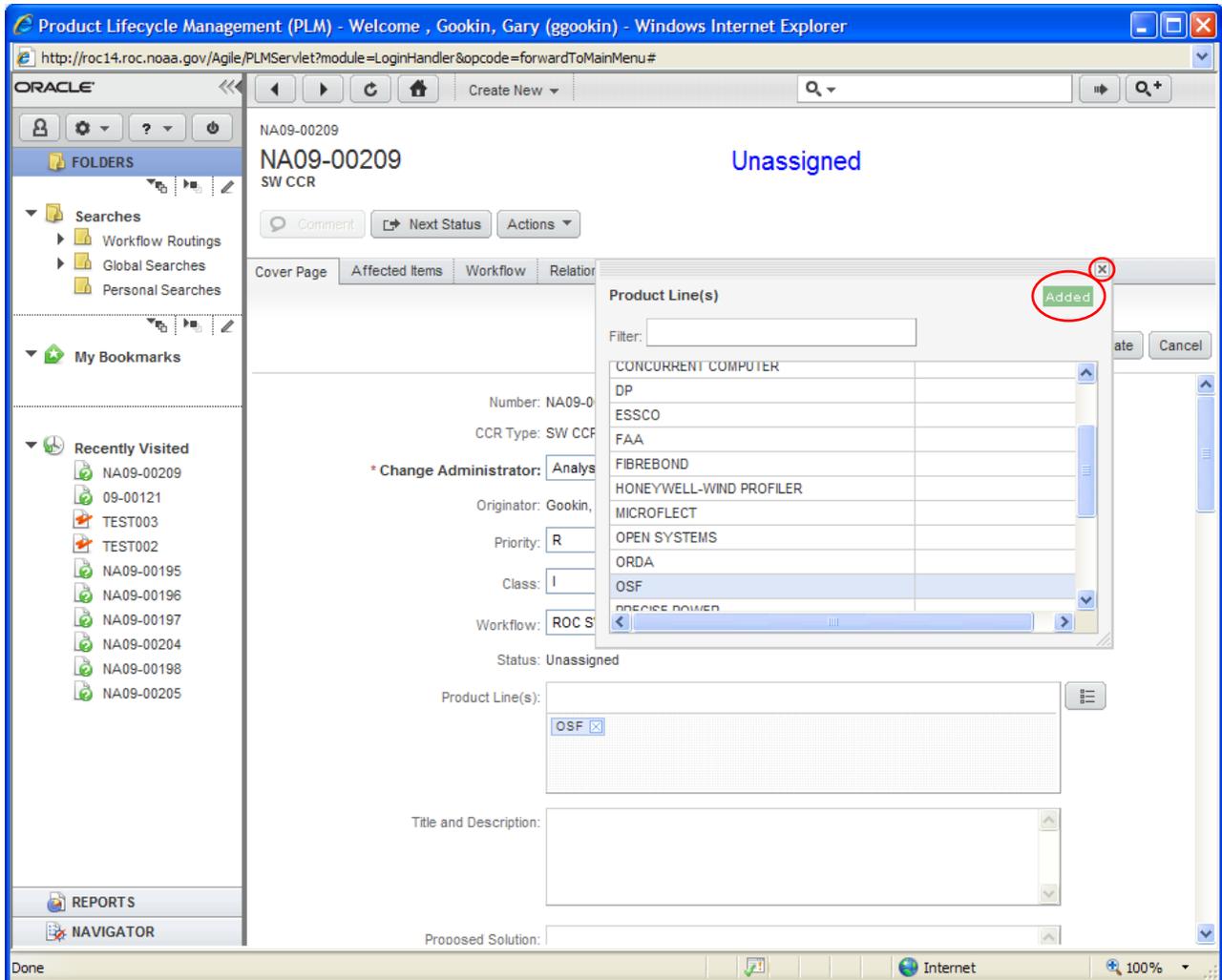


Figure 11: Notice of Product Line added to CCR.

- F. Once all product lines are selected, click the **x** in the upper right-hand corner of the Product Line options dialog box to close the box (Figure 11).
- G. In **ALL CAPS**, enter a title for the SW CCR in the **Title and Description** block. **Press Enter twice** to place a blank line after the title then enter a description of the requested change. Agile text boxes accept a limited number of characters; however, a character counter has been added (Figure 12).

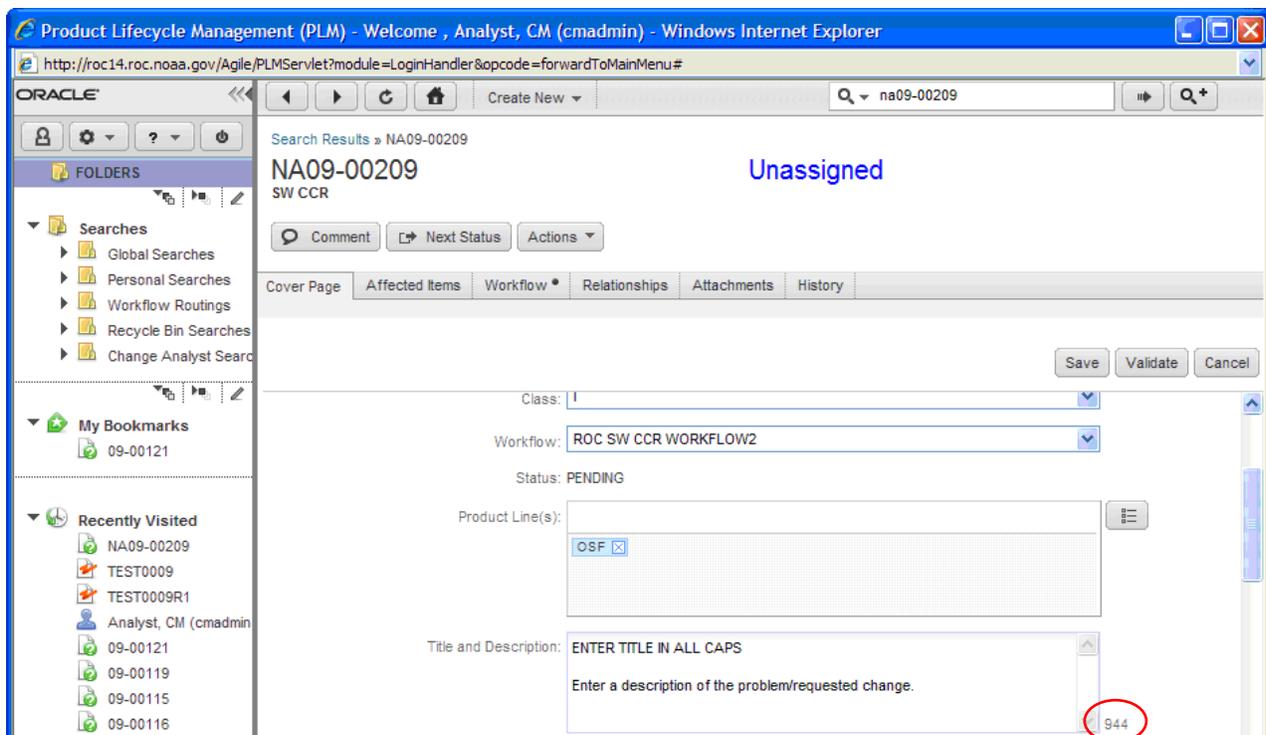


Figure 12: Text box character counter.

- H. If the **proposed solution** is known, enter it in the **Proposed Solution** field; however, it is not required in order to submit the SW CCR.
- I. Scroll down to the **User/CM Info** section of the Cover Page tab.
- J. In the **User POC** field, enter the name of the **originator**.
- K. In the **User Phone** field, enter the **originator's telephone number**.
- L. Enter the **User Control number** in the **User Control #** field (if applicable), which would be an **RC number** for the NWS or a **casefile number** for the FAA. The DOD does not use a control number.
- M. From the **User Org** drop-down list, select the tri-agency **organization** that originated the change. Use **OSF** for **ROC-originated** SW CCRs.
- N. Select the **engineering area** from the **ENG Area** drop-down list. In most cases **SW**, **ICD**, or **ADP** will be the selection. (Explanations of each area can be found in **Appendix A** of this document.)
- O. Select **SYS** from the **Level** drop-down list.
- P. Leave the **CI Number** block **blank**.
- Q. Leave the **UD** block **blank**.

- R. In the **ENG POC** field, enter the name of the **SW ENG Group Lead** responsible for the CPCI in which the change will occur, e.g., if the change is to CPCI-03, enter the name of the RPG Group Lead.
- S. Enter any related **CCR** and/or **ECP numbers**, if known, in the **Related ECP/CCRs/ISSUES** block.
- T. Enter an **impact statement**, if applicable, in the **Impact** field. To request the change be included in a particular build release, enter the request in this field.
- U. Leave the **Suspense Date** and **Type of Review** fields **blank**; the CM Analyst will populate them once the CCR has been submitted.
- V. Scroll down to the **Software CCR Information** section of the Cover Page tab.
- W. Select one of the following change type options from the Category drop-down list:

Bug Fix – Changes to correct errors or omissions introduced in a previous build.

Enhancement – An enhancement is a new requirement, a modification to an existing requirement, a new product or message, change to an operational tool, changes that impact the operator, or “turning-on” non-operational algorithms, functionality or products already placed in the code.

Maintenance – Maintenance is a routine software housekeeping change that usually occurs every build, such as a version update, virus scan .dat file update, security patch, update for compiler changes, or is a change to non-operational tools.

Obsolescence – Deletion of a requirement, functionality or product.

- X. If **Enhancement** was selected as the **Category**, a **subcategory** must be selected from the following options:

Added Functionality
Minor Infrastructure
New Product
New Requirement

Select **N/A** for all other **Category** types (**Bug Fix**, **Maintenance**, **Obsolescence**).

- Y. If the requested change will impact external users (change what is provided to the customer), for example, changing a status message, Level II data, a product from the RPG, or an ICD change then select Yes from the External Users drop-down list; if not, select No. However, if the impact is unknown, select Unk from the drop-down list.
- Z. From the CPCI drop-down list, select the CPCI containing the software to be modified. A list of all CPCIs can be found in Appendix A of this document.

Please Note: If the requested change requires changes to software in more than one CPCI, a SW CCR must be created for **each** CPCI. Agile provides a simple method of creating multiple SW CCRs by using the **Save As** function, which is described in **Appendix B** of this document.

Please Note: For CCRs requesting a change to an ICD, a CPCI must be selected, as it is a required field. Therefore, select **N/A** from the CPCI drop-down list.

- AA. At times, the Software Recommendation and Evaluation Committee (SREC) discusses implementation of a functionality before the SW CCR requesting the functionality has been submitted. In such cases, enter the SREC assigned software build release number in the **Target Release** field; otherwise, use the default, **99 (TBD)**, in this field.

Please Note: If the originator would like to suggest a particular build release for implementation of the CCR, enter the suggested build release in the Impacts section on the User/CM Info tab of the SW CCR form. However, if the suggested target release is in System Test, the request must be made to, and approved by, the System Test Review Board (**TRB**).

- AB. The **Razor Issue** field should be left **blank**, as no Razor Issue should have been created for the CCR at this time.
- AC. From the **Site Locations** drop-down list, select **ALL** if the change impacts all sites, or **SEL** if only a select number of sites are impacted.
- AD. If security impacts are known, select **Yes** or **No** from the **Security Impact** drop-down list; otherwise, select **Unknown**.
- AE. Note any **documents** that will be affected by the change in the **Impacts on Documentation** field.
- AF. Specify any **shared code** that will be impacted by the requested change, e.g., CM_TCP – Comms Manager, in the **Impacts on Shared Code** field.
- AG. Enter any **CPCIs** impacted by the requested change in the **Impact on other CPCIs** field.

- AH. The **CM Use** box will not be activated for use by anyone other than CM personnel.
- AI. Click **Save** (Figure 13). The information in the SW CCR form will be saved and the status of the CCR will advance to **Pending** (Figure 14).

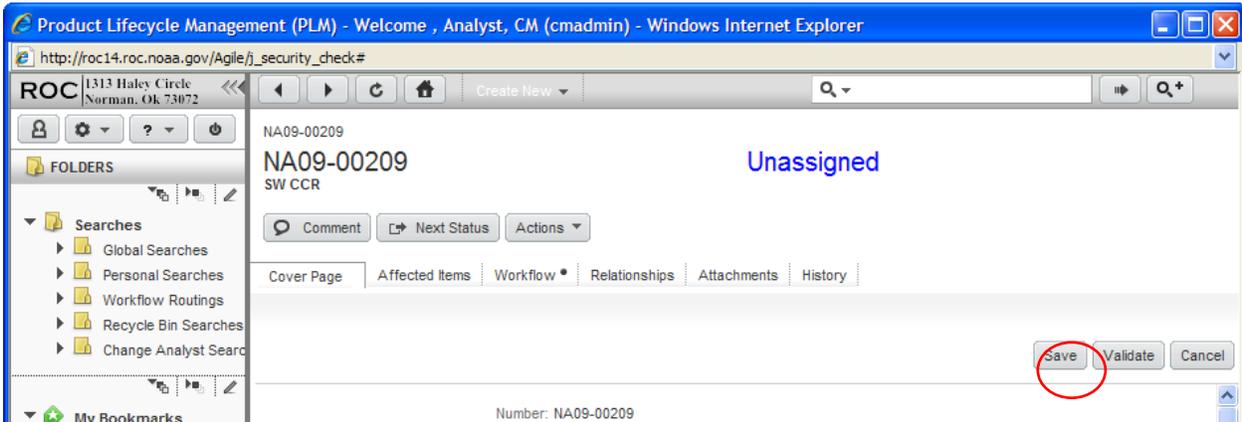


Figure 13: The Save button.

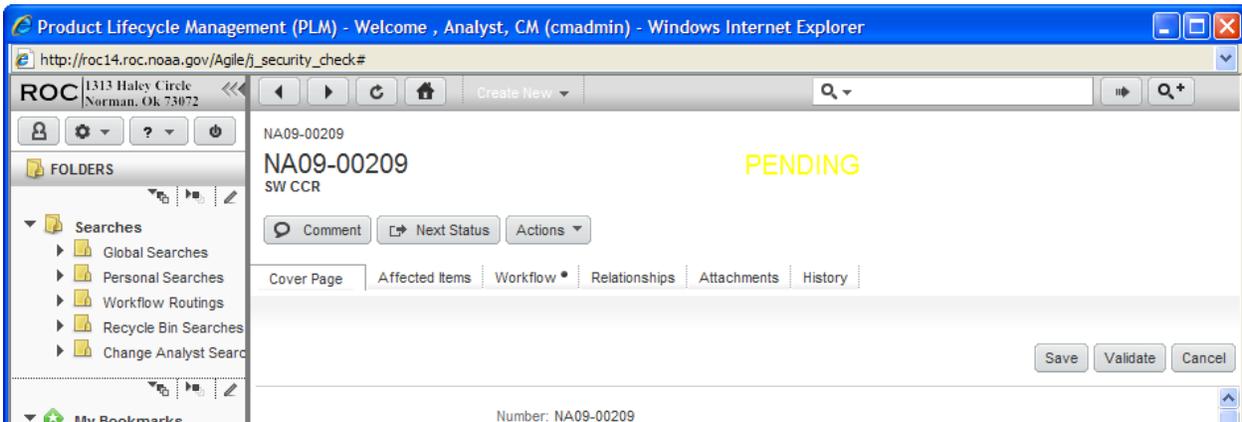


Figure 14: SW CCR saved and status advanced to Pending.

3. The Affected Items Tab

NO items are to be added to the **Affected Items** tab! Any attachments must be placed on the Attachments tab.

4. The Workflow Tab

The Workflow tab provides a graphical representation of the Agile statuses through which the SW CCR will pass in the course of the review/approval process (Figure 15).

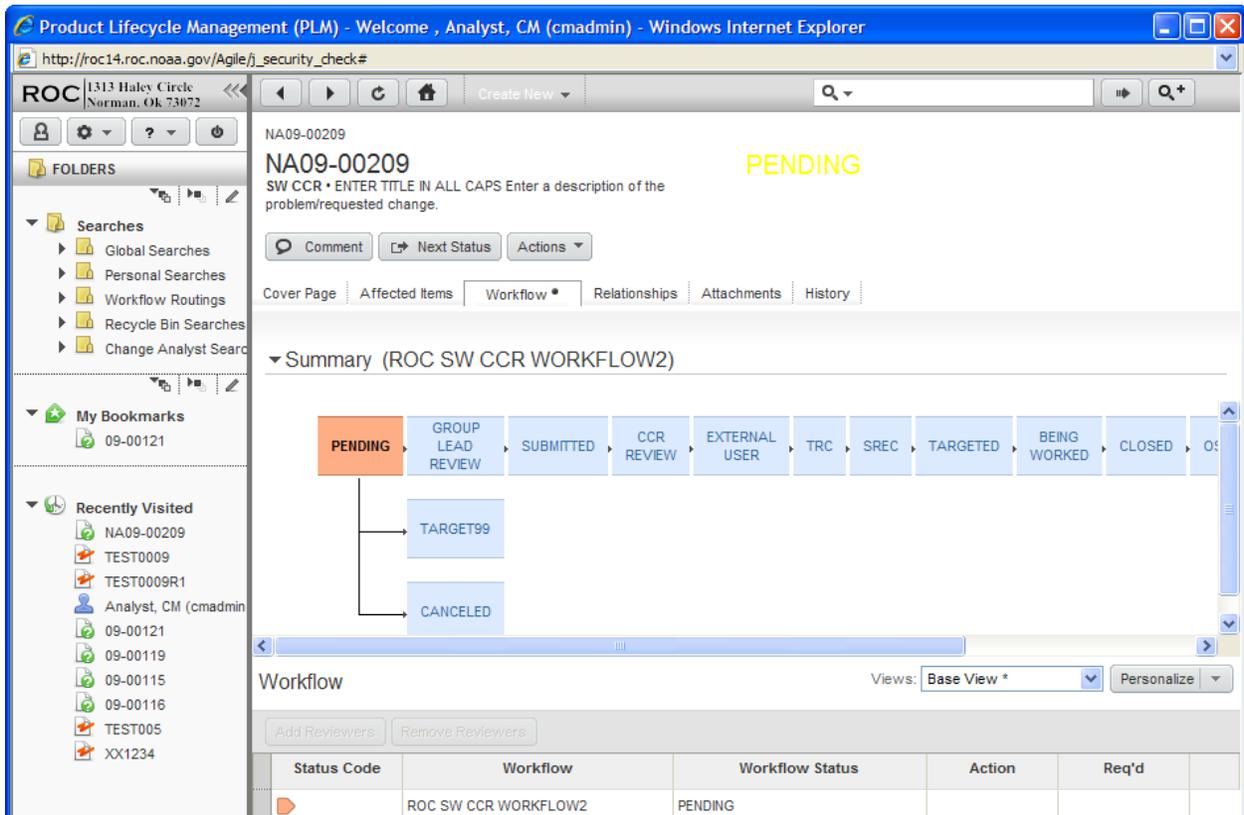


Figure 15: Workflow tab.

5. The Relationships Tab

The Relationships tab will be populated by the CM Analyst once the SW CCR is submitted and/or following the CCR's presentation to the TRC. Items listed on this tab will be CCRs/ECPs related to the requested change (Figure 16). Once populated, users will be able to click on a related item and the item will automatically open in Agile.

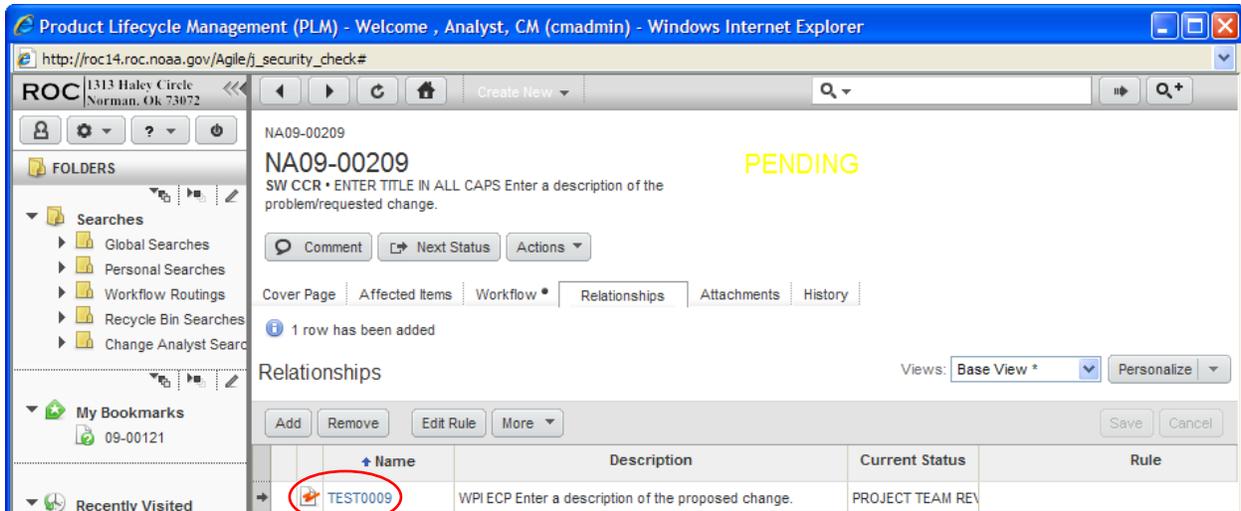


Figure 16: Related ECP on the Relationships tab.

6. Completing the Attachments Tab

- A. Click on the **Attachments** tab. The screen in Figure 17 will be displayed.

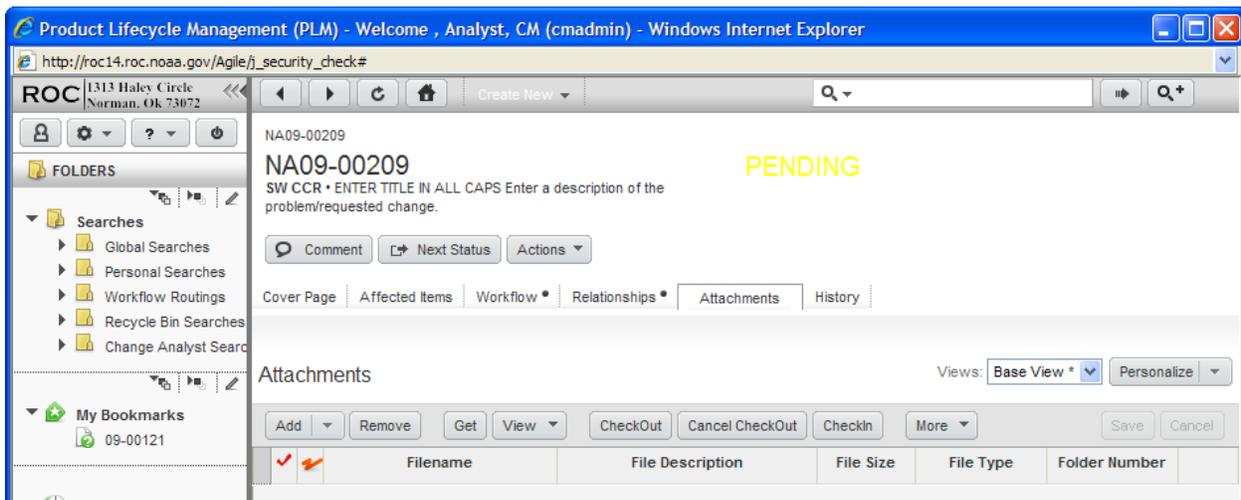
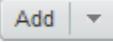


Figure 17: Agile Attachments tab.

- B. The Attachments tab should contain all source documents needed to clarify the requirement stated in the CCR (RCs, casefiles, scanned images, logs, etc.).
- C. To add a file, click on the **Add Attachment** button  located on the Attachment tab's toolbar (Figure 18).

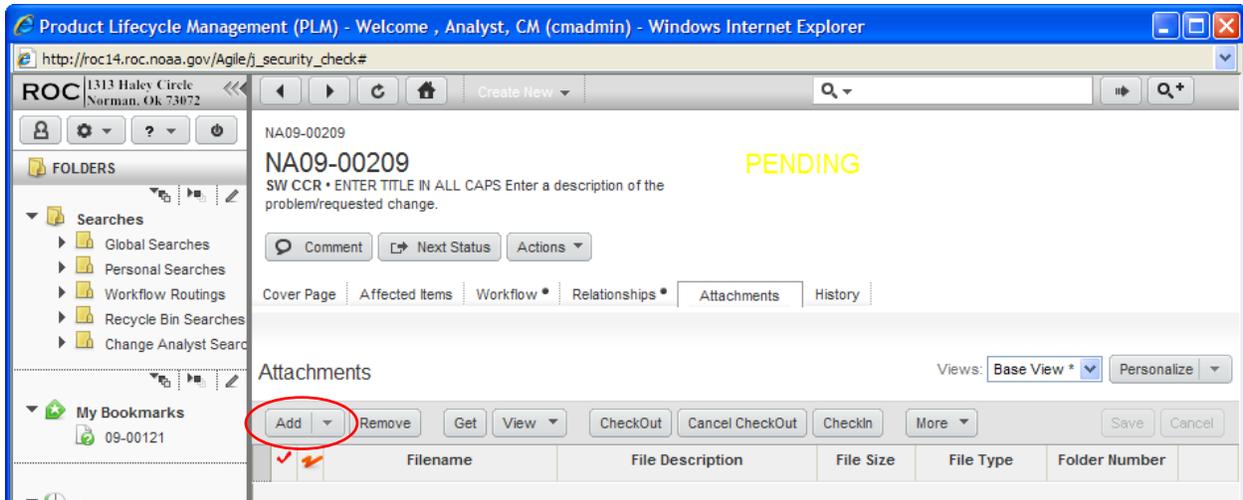


Figure 18: Add button on the Attachments tab.

- D. The **File Uploader** box will appear, as shown in Figure 19. Click the **Browse for Files** button on the File Uploader box.

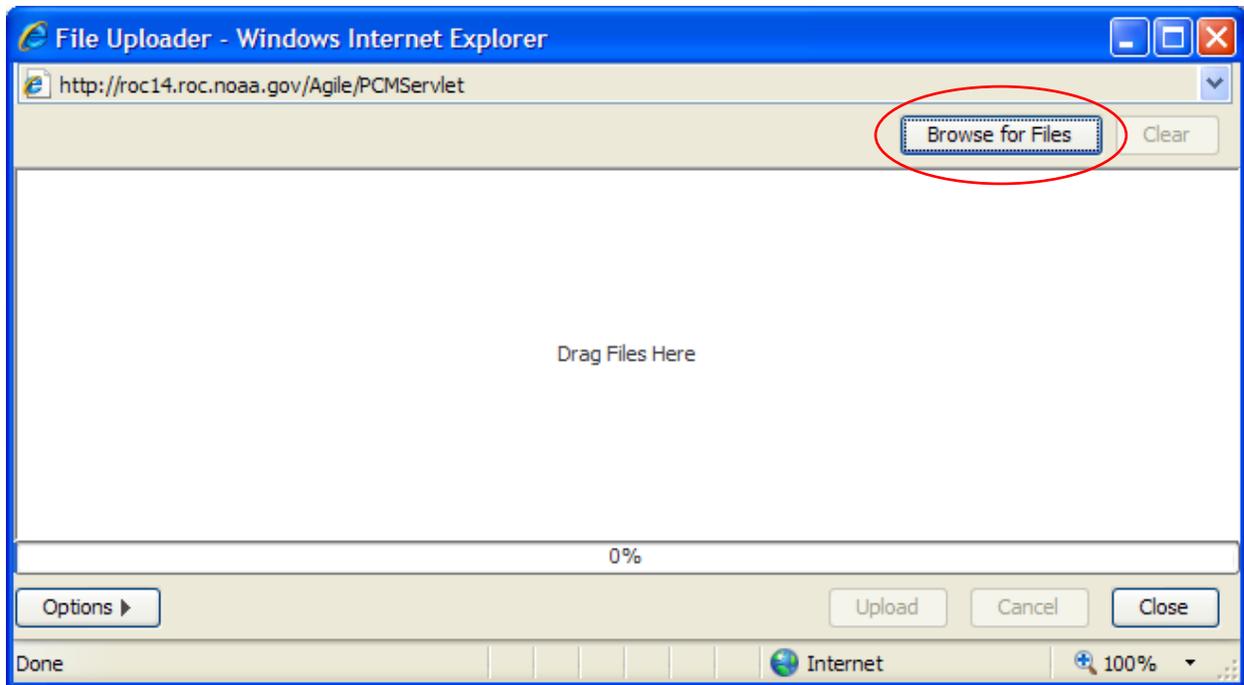


Figure 19: The File Uploader box with the Browse for Files button.

- E. The **Open** dialog box will appear (Figure 20).

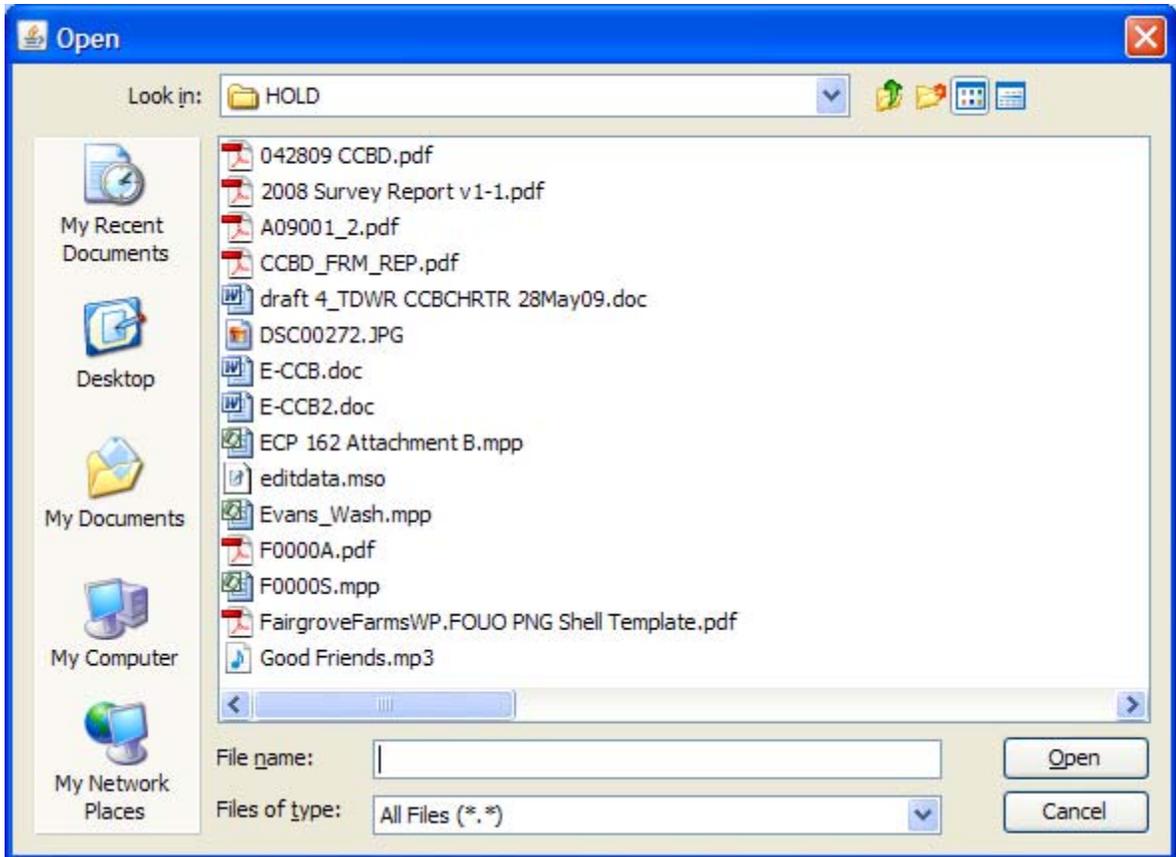


Figure 20: The Open dialog box.

- F. In the **Open** dialog box, select the file to be added; the file name will automatically be added to the **File name** block (Figure 21). Click **Open**.

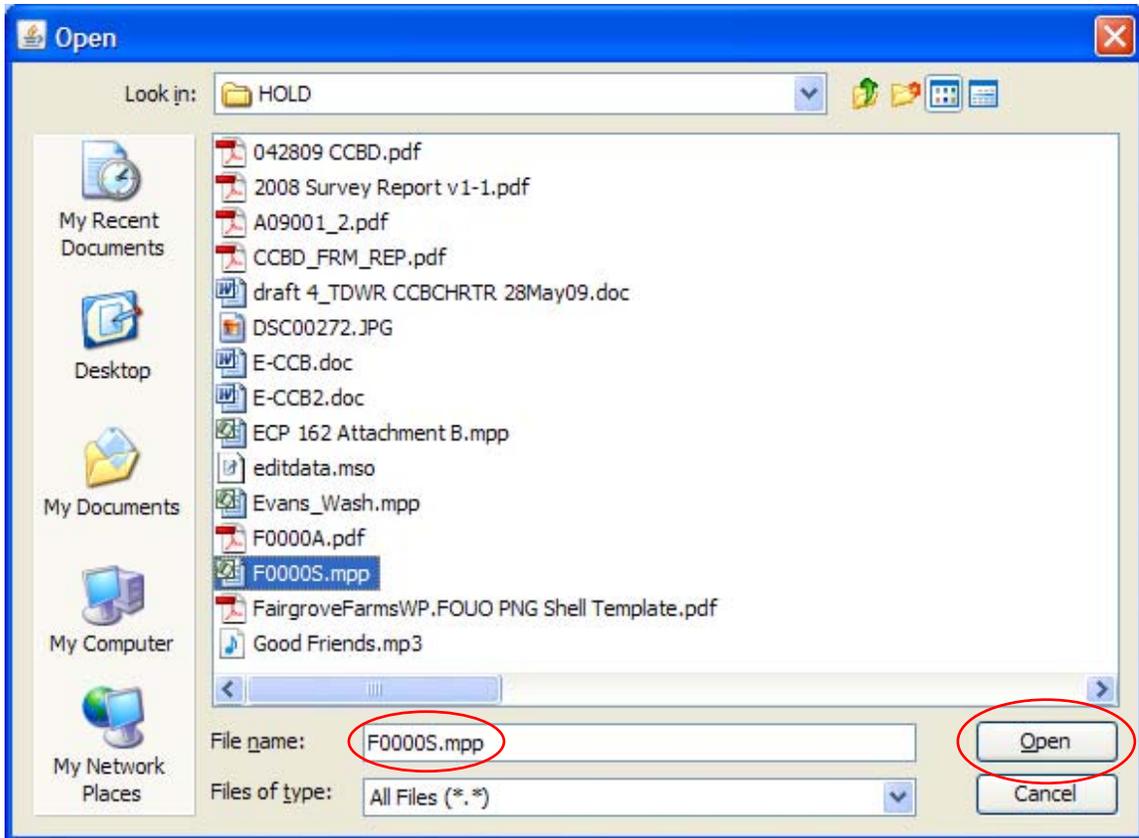


Figure 21: Open dialog box with file selected and file name populated in the File name block.

G. The selected file will be added to the **File Uploader** dialog box (Figure 22).

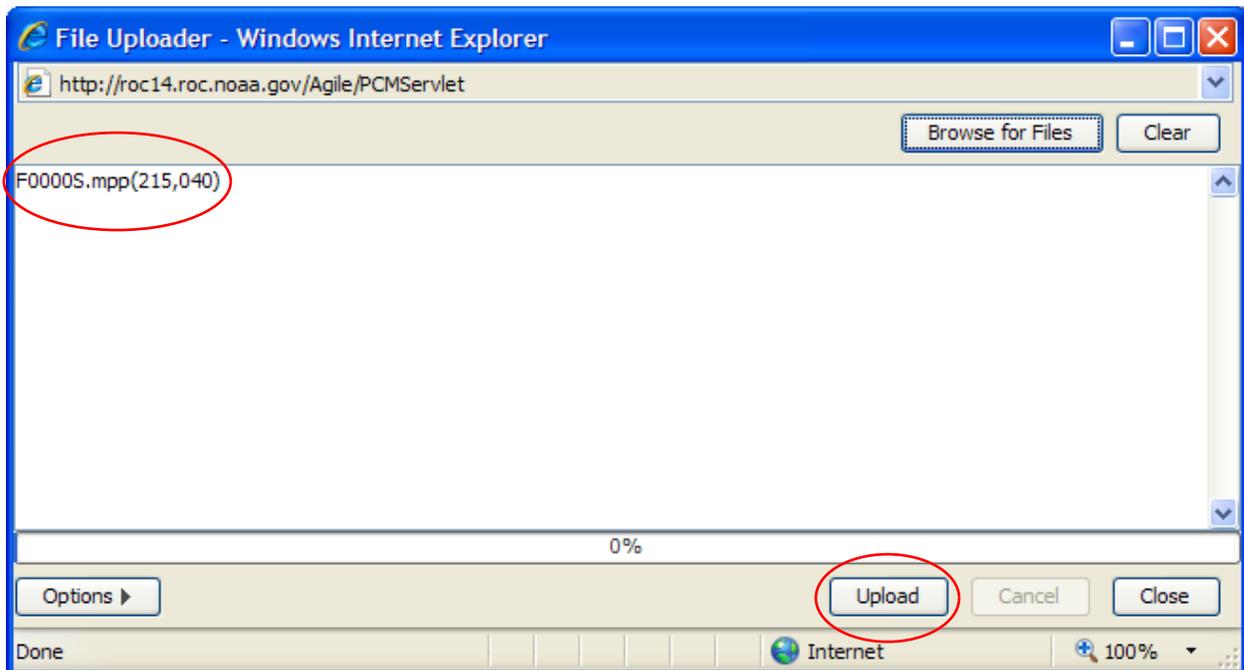


Figure 22: File Uploader with file to be added to Attachments tab.

- H. Perform steps **C through G** for each file attachment.
- I. When all attachments have been added to the File Uploader, click Upload (Figure 22).
- J. The File Uploader window will display the start and completion of the upload (Figure 23). Then a prompt asking to delete the uploaded file will appear (Figure 23). Click **Yes** to delete the file from the local computer; click **No** to retain the file.

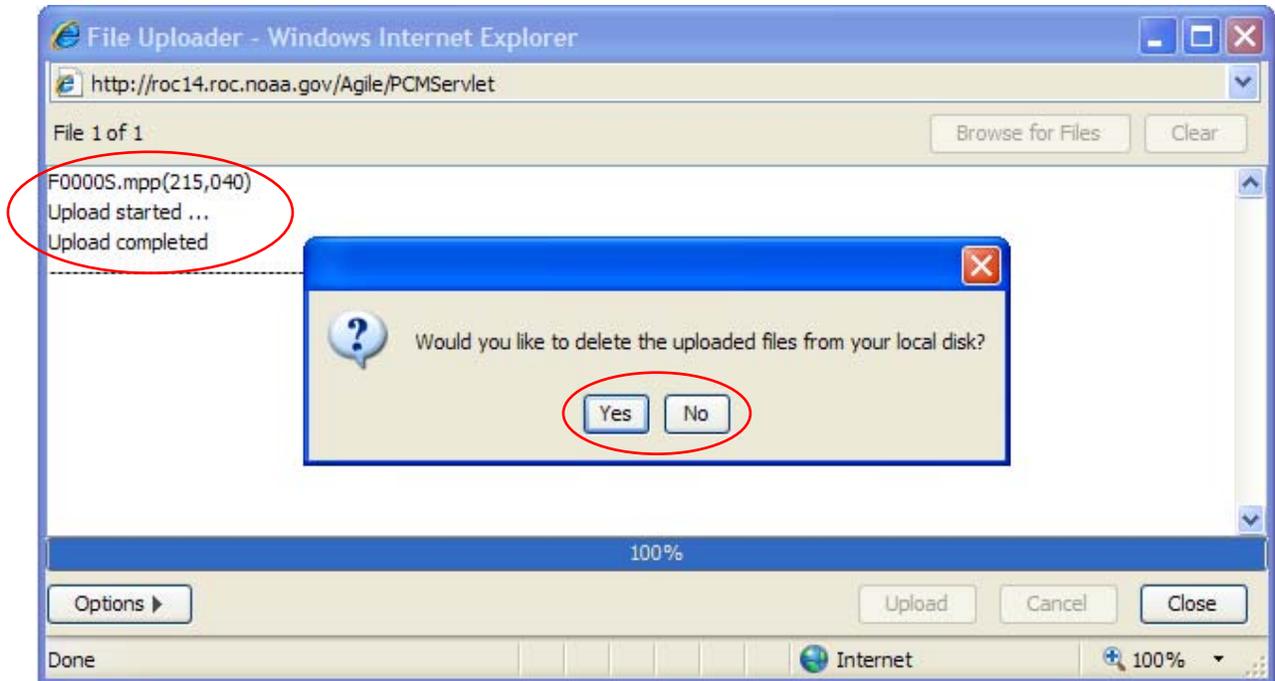


Figure 23: File uploaded and prompt to delete file from local computer.

- K. Enter a **description** of the file in the **File Description** block on the Attachments tab by double-clicking the white file description block (Figure 24). This will cause a blue line to appear around the block.

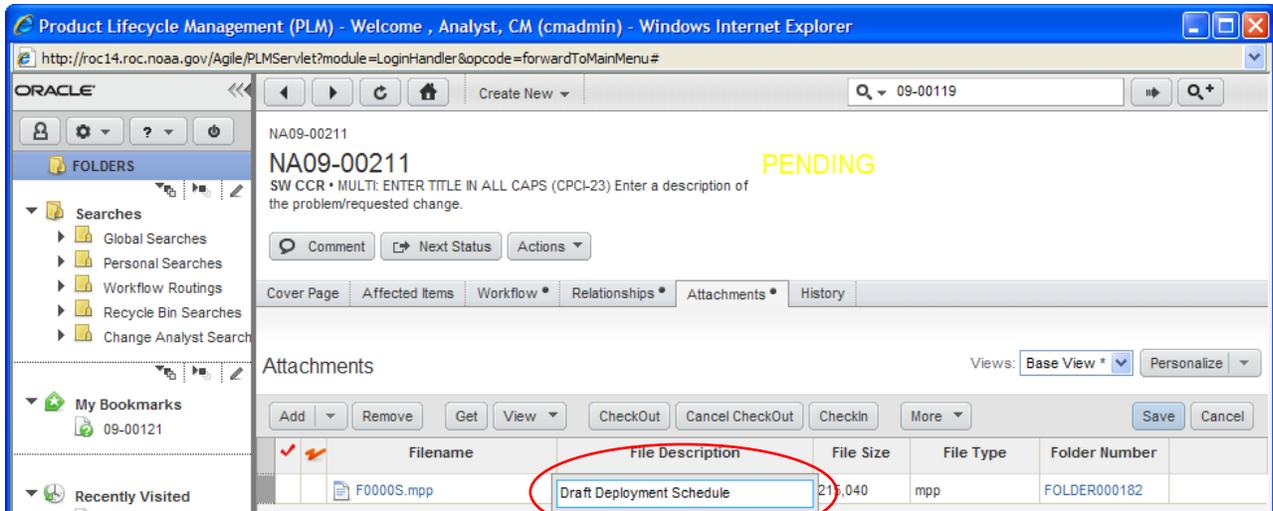


Figure 24: File description added.

- L. Type in a **file description** and click **Enter**.
- M. If a file was deleted by mistake, the file can be replaced on the local computer by performing a **Get**. To perform a Get, highlight the row containing the file attachment by clicking the gray box on the left-hand side of the CCR form (Figure 25). Click the **Get** button  on the **Attachments** tab toolbar.

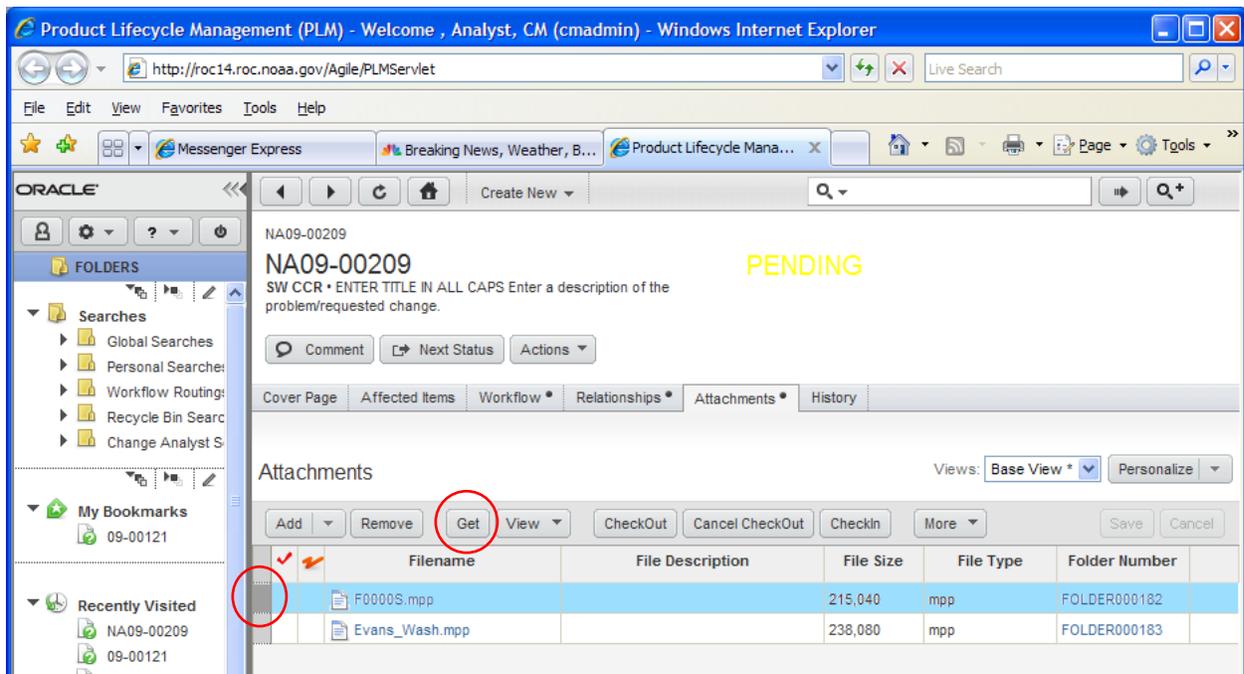


Figure 25: Line highlighted to copy file to local computer using the “Get” function.

- N. The **Select directory** window will be displayed (Figure 26). Locate the folder into which the “Get” file should be copied, and click **OK**.

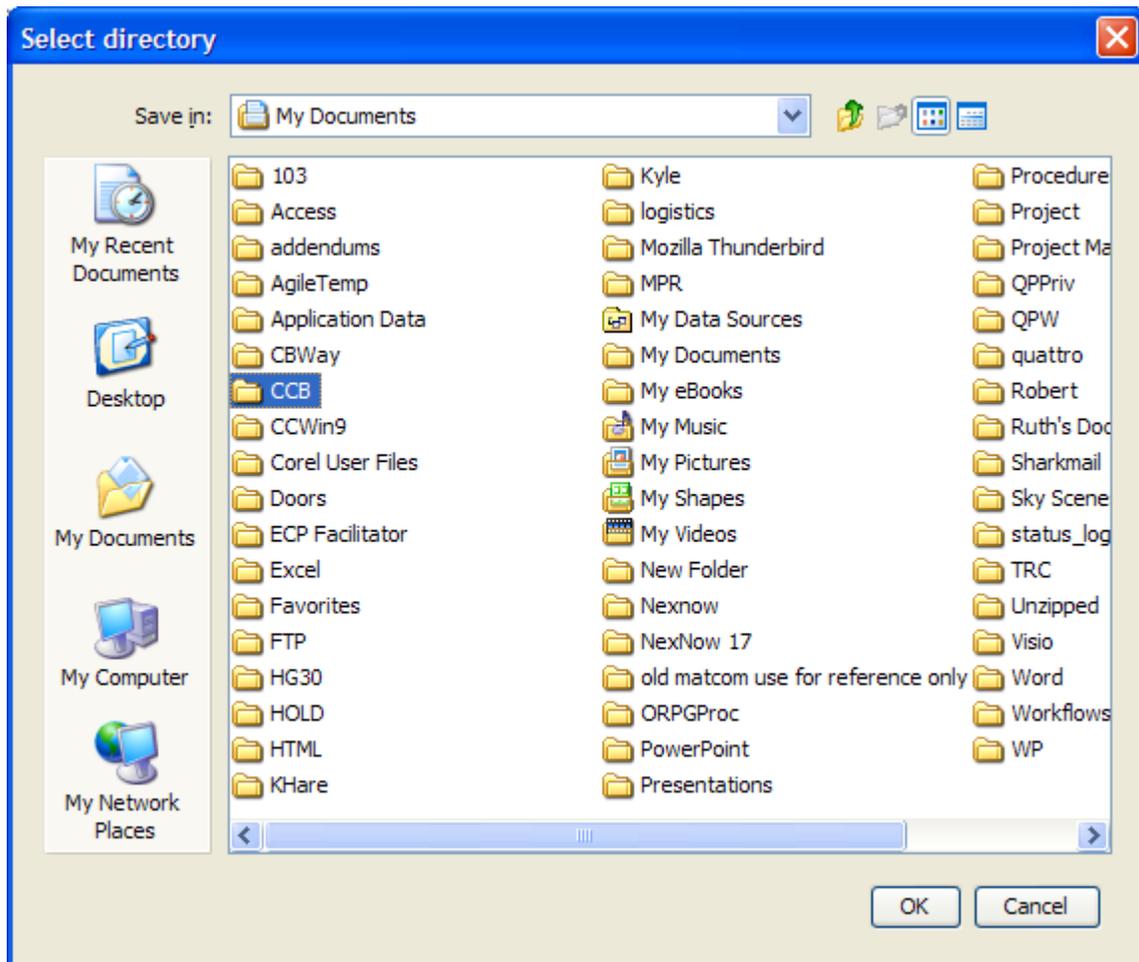
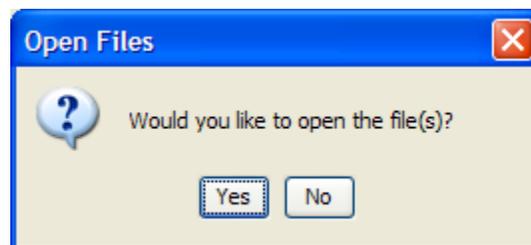


Figure 26: Select directory window.

- O. A prompt to open the file will appear. Click **Yes** or **No** as desired.

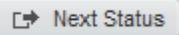


7. The History Tab

The **History** tab is **automatically populated** by Agile and is a permanent record of all Agile activity performed on the SW CCR.

8. Initiating the SW CCR Process

A. The SW CCR must receive **Group Lead/Team Lead** approval prior to submittal.

To begin the review process, click the **Next Status** button  on the SW CCR form (Figure 27).

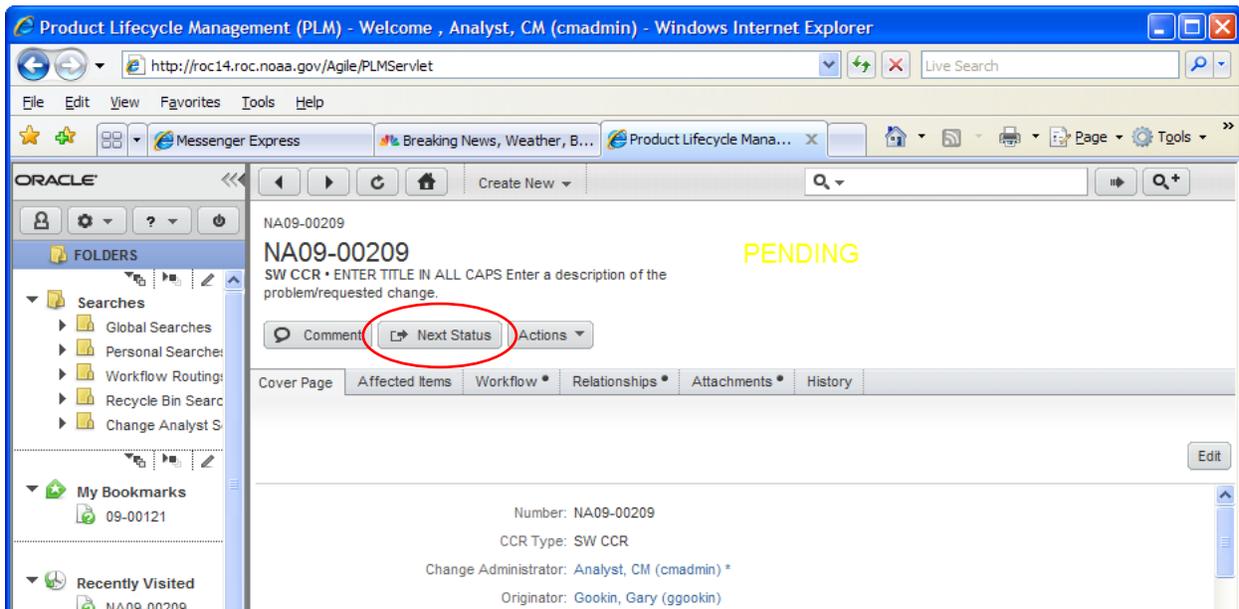


Figure 27: Location of the Next Status button.

B. Agile will perform a release audit. Any **required fields** that were not populated will be displayed in the **Audit Status Results** window (Figure 28). In this example, the User Org in the User/CM Info section of the CCR was not populated.

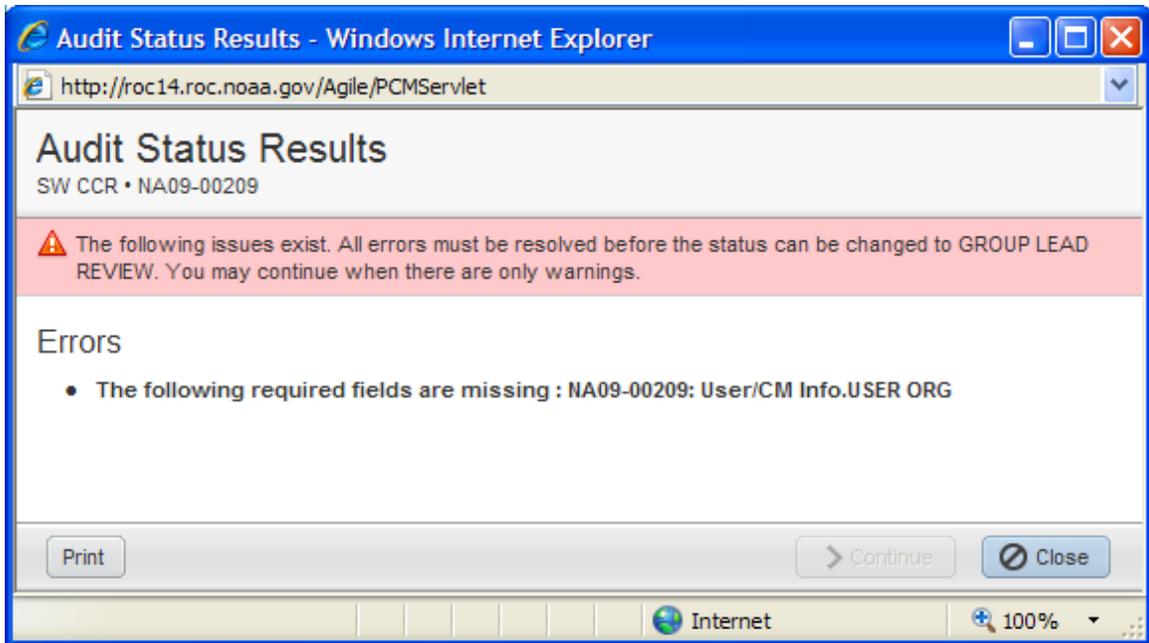


Figure 28: Audit Status Results window identifying missing required information.

- C. Click **Close** at the bottom of the **Audit Status Results** window.
- D. Click the **Edit** button  on the Agile SW CCR form (Figure 29).

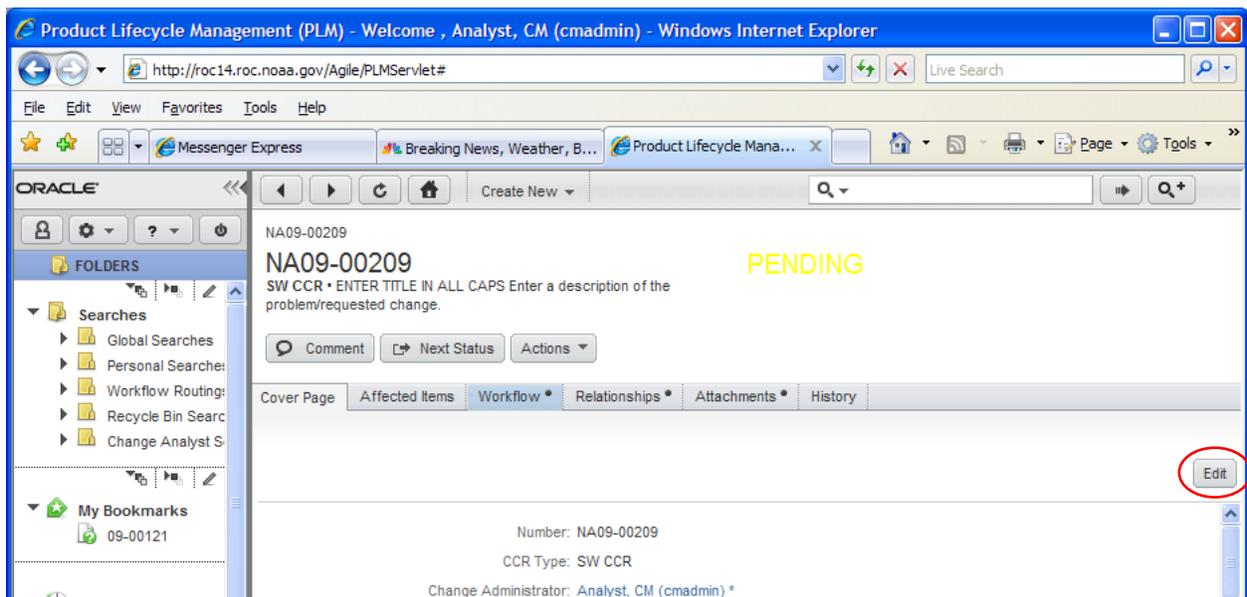


Figure 29: Edit button on Agile SW CCR form.

- E. Populate all fields identified during the release audit.

F. Click the **Save** button  on the Agile SW CCR form (Figure 30).

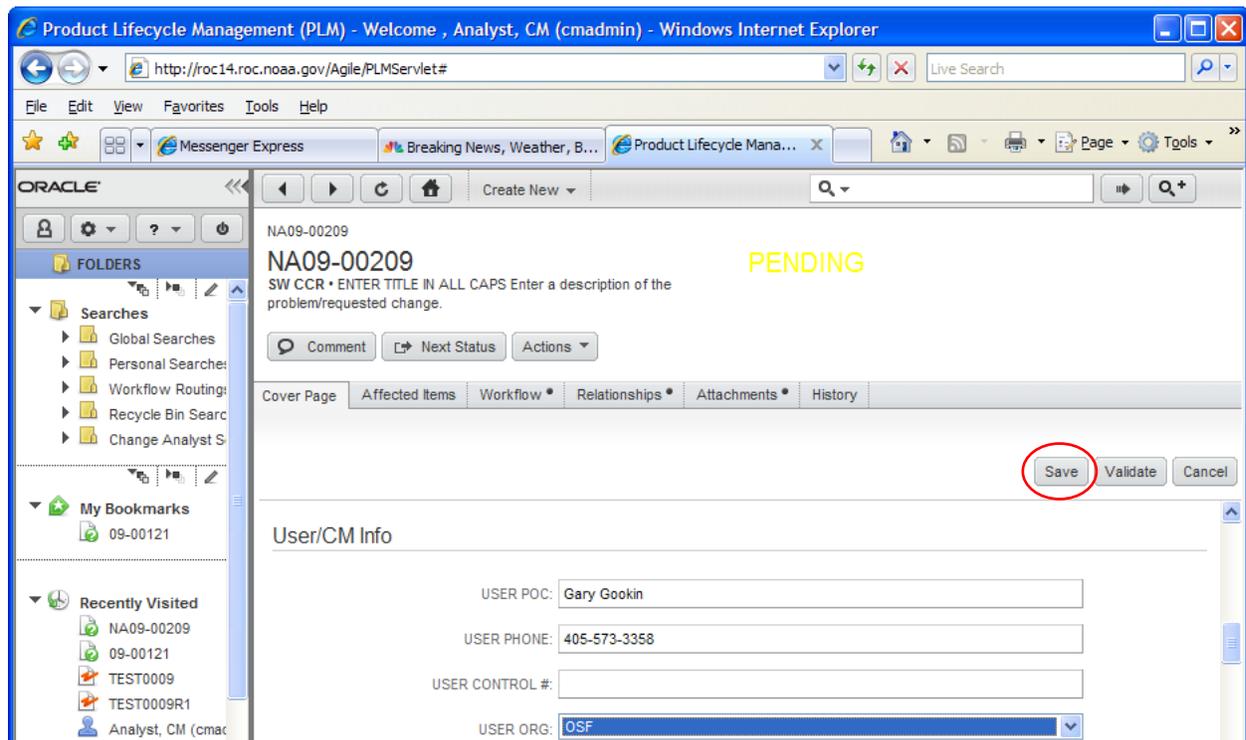
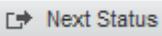


Figure 30: Save button on SW CCR form.

G. The SW CCR must receive **Group Lead/Team Lead** approval prior to submittal. Click the **Next Status** button  on the SW CCR form.

H. Agile will perform a release audit. If all required information has been included on the SW CCR form, the **Change Status** dialog box will be displayed (Figure 31). Agile will populate the **Approver's** block with the group lead's name and the **Observer's** block with the team lead's name; the originator's name will be displayed in the **Notify** block.

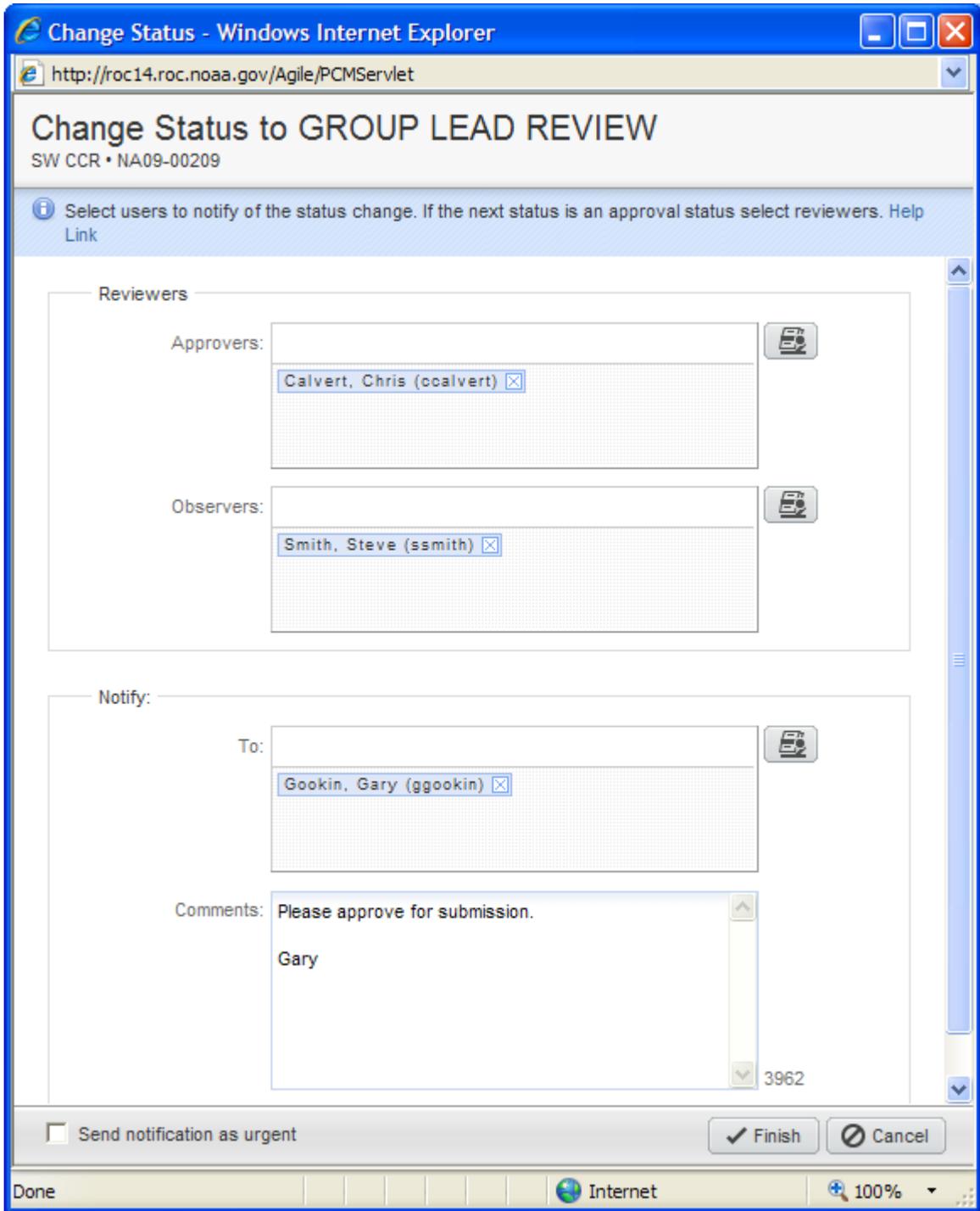
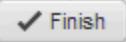


Figure 31: Change Status dialog box.

- I. In the **Comments** pane, enter a request for the CCR to be reviewed, and any special processing/routing instructions (Figure 31). Click the **Finish** button  at the bottom of the dialog box.

J. The status of the SW CCR will advance to **Group Lead Review** (Figure 32).

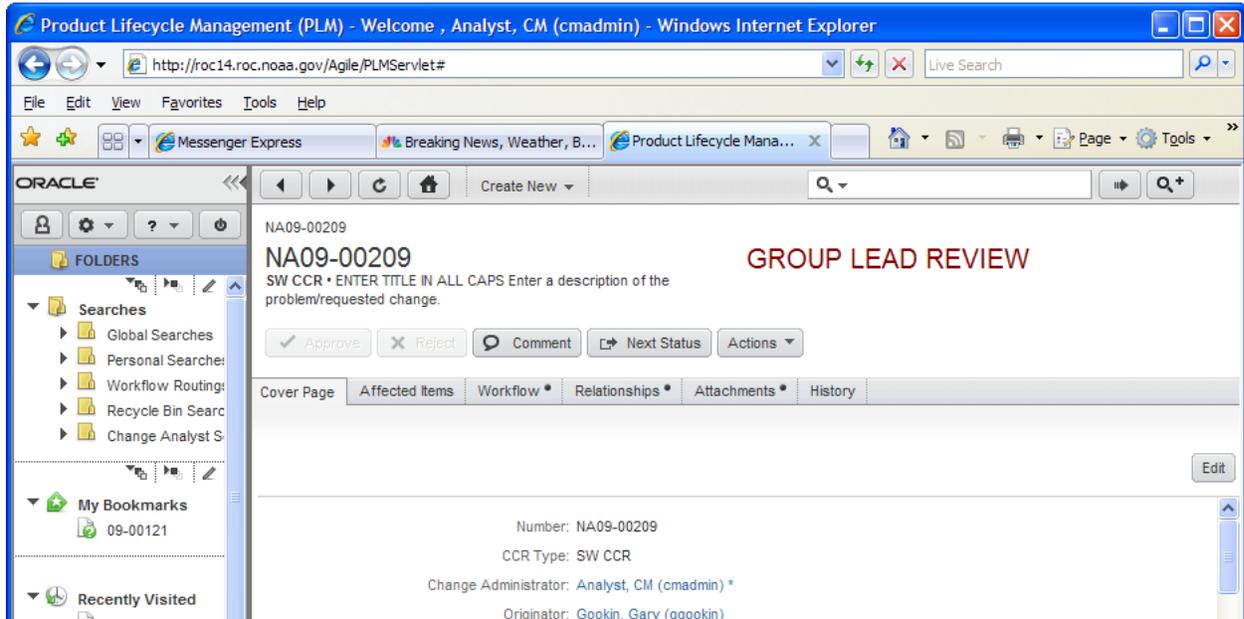


Figure 32: SW CCR advanced to Group Lead Review.

K. With this status change, Agile will send email notifications to the following persons listed on the **Change Status** dialog box – one to the group lead stating an action is required on his part, one to the team lead and originator for information purposes only. Examples of each are displayed in Figure 33.

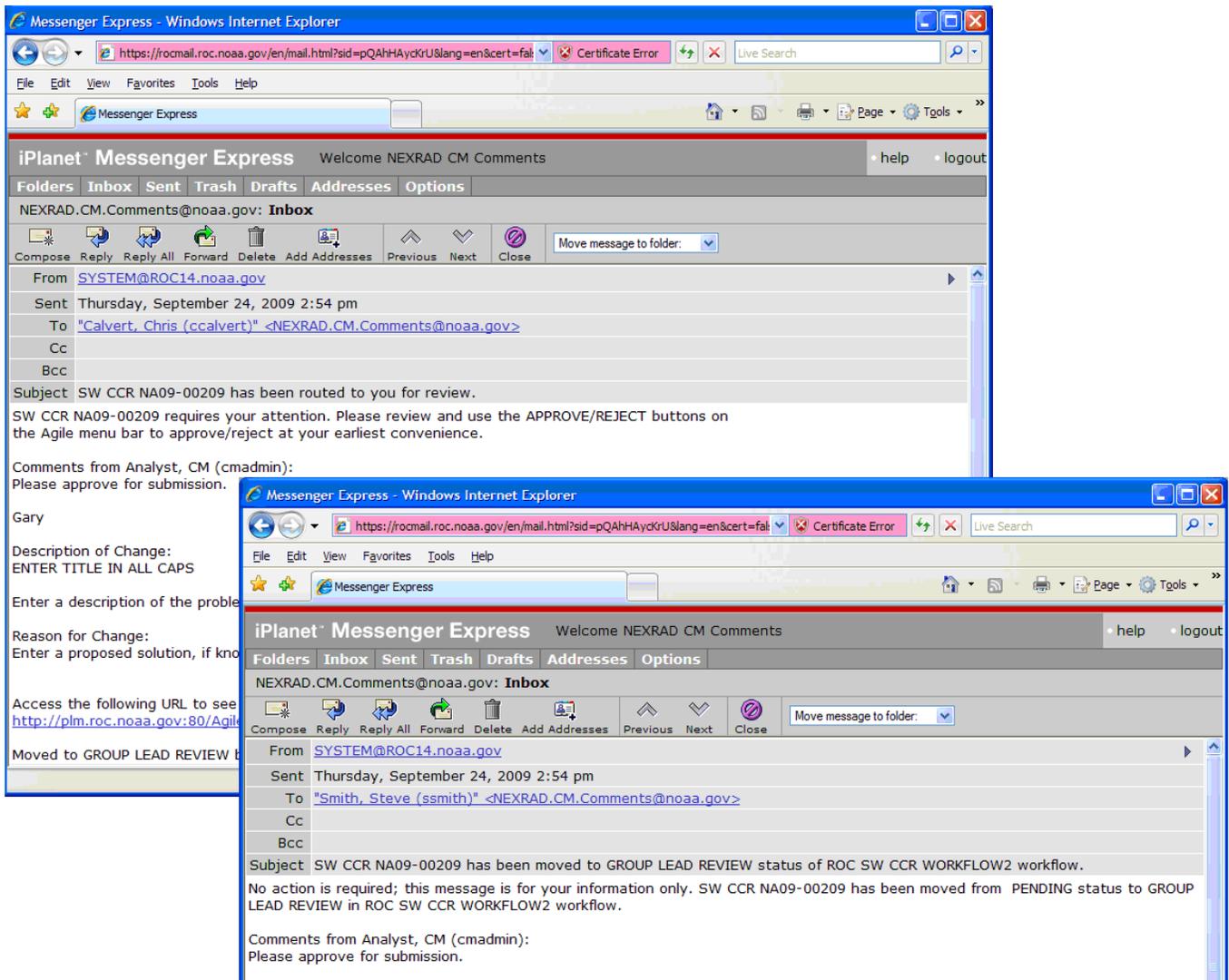


Figure 33: Group lead and team lead email notifications.

9. Group Lead Review

- A. For SW CCRs originated by **ROC SW ENG**, the **Group Lead** will review the SW CCR and approve or reject it for submission. (SW CCRs originated **outside ROC SW ENG** will be reviewed/approved by the appropriate **Team Lead**.)
- B. If the SW CCR is approved, the originator will receive an **email notification** that the CCR has moved from **Group Lead Review** to **Submitted** status.

10. Group Lead Rejected CCRs

- A. If the Group Lead/Team Lead rejects the CCR, the originator will receive an **email notification** that the CCR has been **rejected** and the CCR will return to **Pending** status (Figure 34).

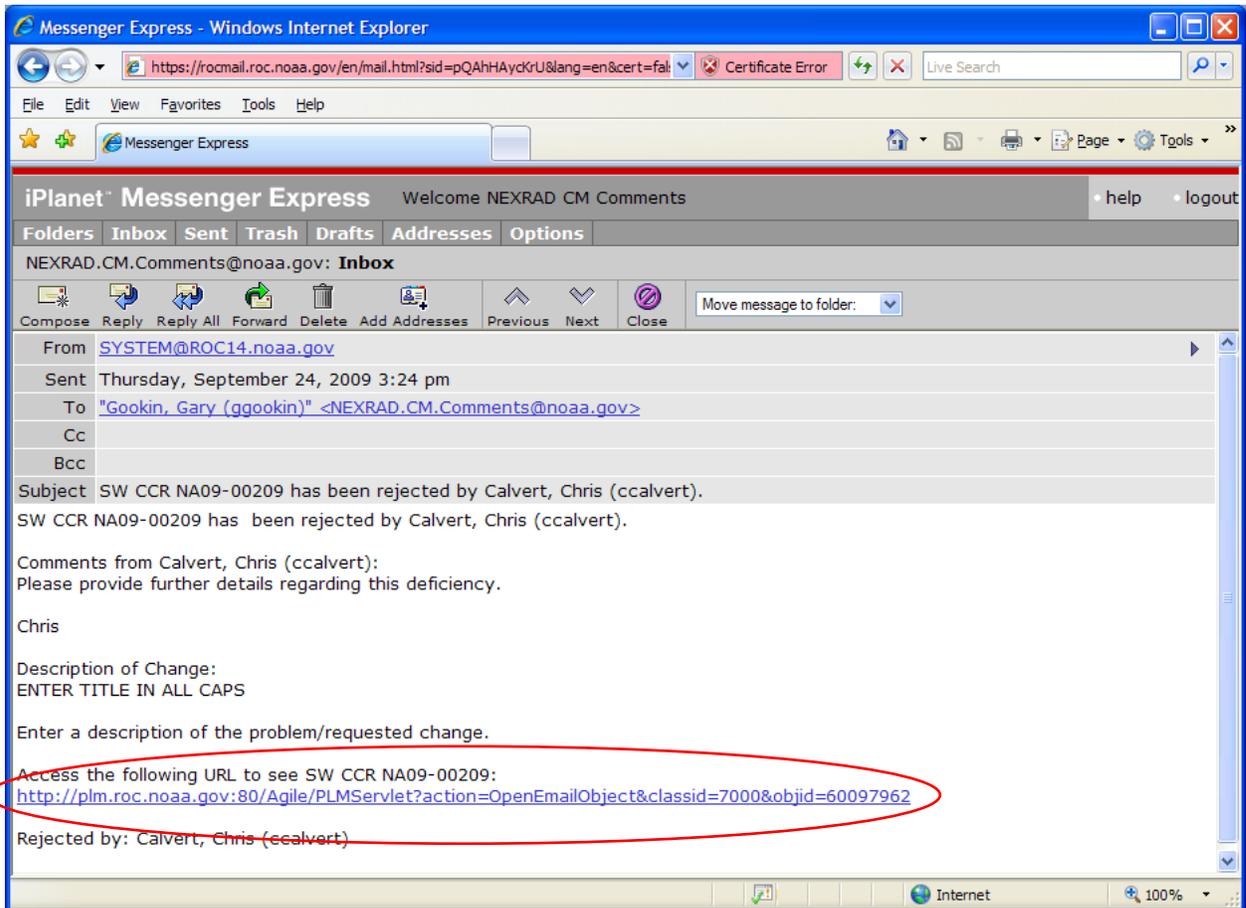


Figure 34: Notification to originator of CCR rejection at Group Lead Review.

- B. Click on the **URL** link displayed in the email Attachments box (Figure 34). This will launch Agile. Enter a **Username** and **Password** (Figure 35) and the **SW CCR** will be displayed (Figure 36).

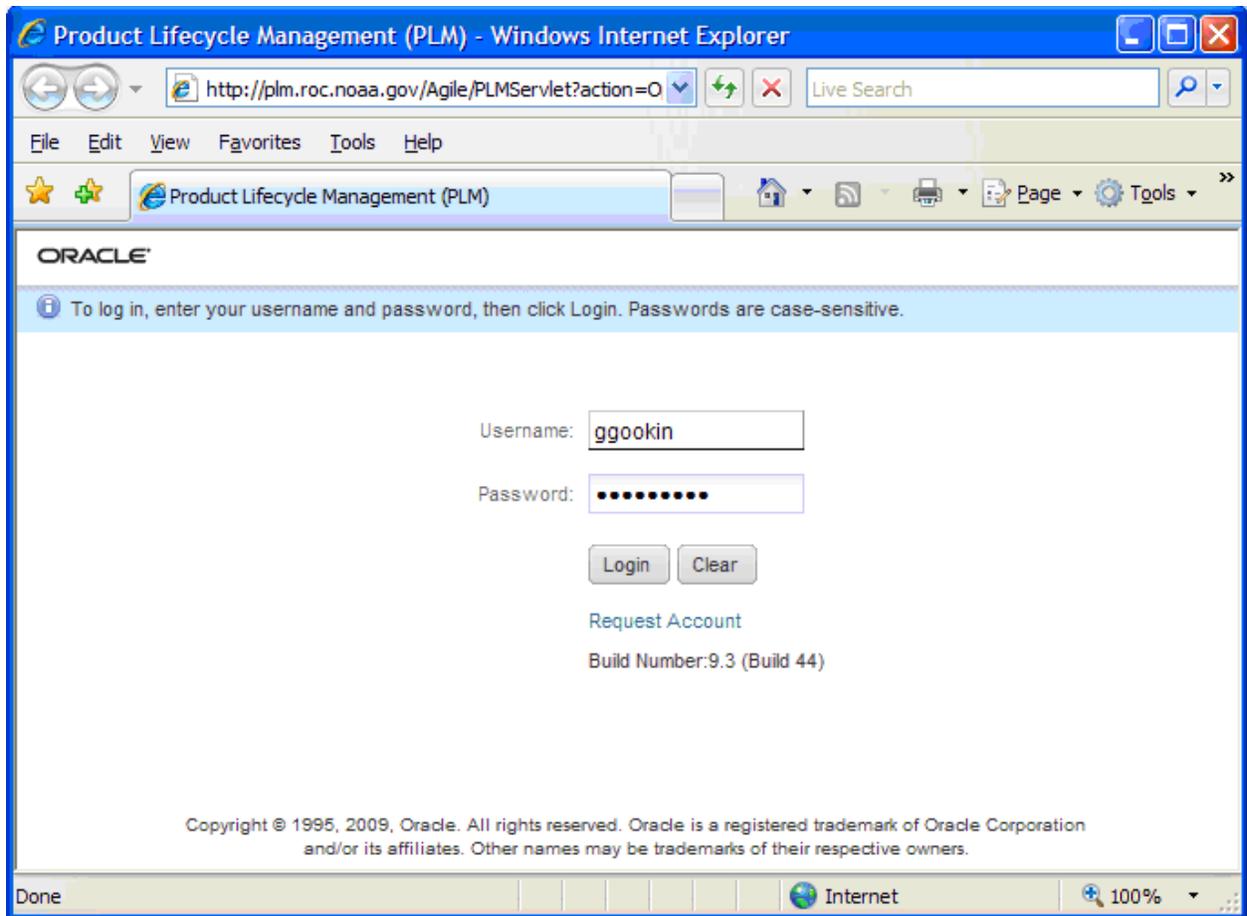


Figure 35: Launching Agile from URL in rejection email.

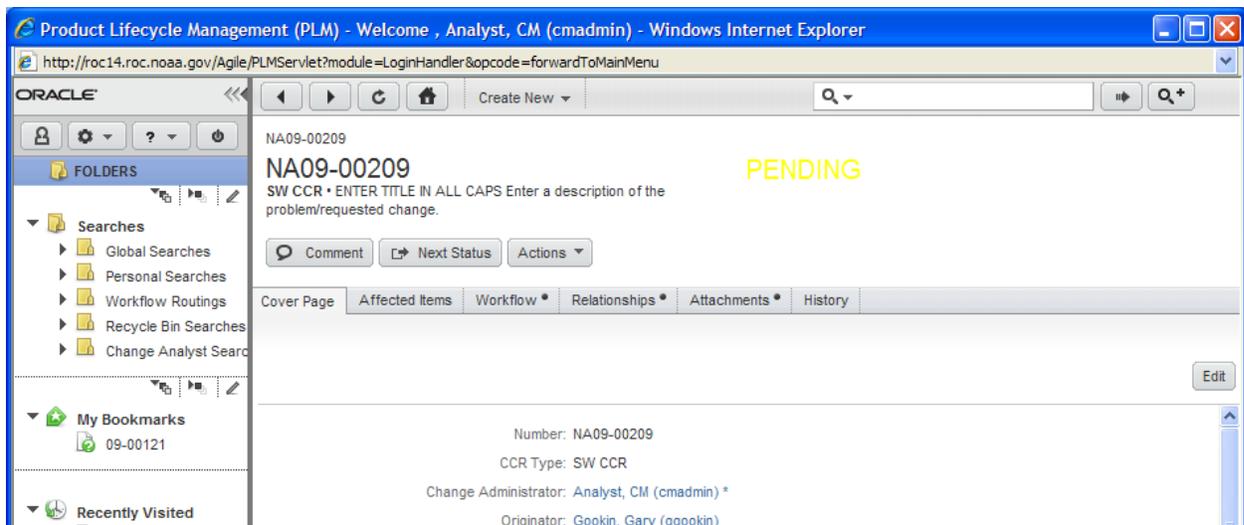
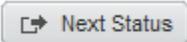
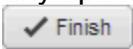


Figure 36: SW CCR at Pending status following Group Lead/Team Lead rejection.

C. Incorporate the changes requested by the Group Lead/Team Lead.

- D. Click the **Next Status** button  on the SW CCR form.
- E. Agile will perform a release audit. Any **required fields** that were not populated will be displayed in the **Audit Status Results** window.
1. Click **Close** at the bottom of the **Audit Status Results** window.
 2. Click the **Edit** button  on the Agile SW CCR form, and populate all fields identified during the release audit.
 3. Click the **Save** button  on the Agile SW CCR form.
- F. If all required information has been included on the SW CCR form, the **Change Status** dialog box will be displayed. Agile will populate the **Approver's** block with the group lead's name and the **Observer's** block with the team lead's name; the originator's name will be displayed in the **Notify** block.
- G. In the **Comments** pane, enter a request for the CCR to be reviewed, and any special processing/routing instructions. Click the **Finish** button  at the bottom of the dialog box.
- H. The status of the SW CCR will advance to **Group Lead Review**. The **Group Lead/Team Lead** will receive the SW CCR for **review**.
- I. Upon Group Lead/Team Lead **approval**, the SW CCR will move forward to **Submitted** status. The originator and CM Analyst will receive **email notification** of the status change.

11. Submitted SW CCRs

- A. The CM Analyst will process the submitted SW CCR. The analyst must **review** the CCR for **accuracy, completeness**, and determine if it is a **"Multi"** CCR, a **"CNWG"** CCR, or **APWG** CCR.
1. A **"Multi"** CCR denotes a CCR with a corresponding CCR making a change in a different CPCI, in a different build release, or the software component to a System CCR. **Only one** of the **"Multi"** CCRs will be routed for review, so as not to "bog down" the reviewers with what are essentially duplicate CCRs. **"Multi"** CCRs wait in a **"holding pool"** until the direction of the corresponding CCR has been determined. Once the corresponding CCR has been set on its path of advancement, the **"Multi"** CCR(s) will be moved forward to the same status. (An explanation of using the "Save As" function to create **"Multi"** CCRs can be found in **Appendix B** of this document.)

2. A “**CNWG**” CCR requires review by the Communications and Networks Working Group (CNWG), prior to its regular CCR review cycle. The title of a CNWG CCR must begin with “**CNWG:**” to alert the CM Analyst of its special review requirements. The CM Analyst will route the CCR to CNWG members (members list provided by the CNWG Chair) for a two week review cycle.
Once the CNWG review cycle is complete with no dissenting comments, the CCR will be routed for its regular SW CCR review cycle. However, if dissenting comments are received the CCR will be moved to CM Mediate status, and will be mediated by the CM Analyst.
At the TRC, the CNWG Chair may report the CNWG decision regarding a CCR, which will be taken into account as the TRC decides upon its recommendation of the CCR.
3. An “**APWG**” CCR requires approval by the Adaptable Parameters Working Group before implementation.

12. SW CCR Review

- A. Once the CM Analyst has completed processing the SW CCR it will be routed for a **14 day review cycle**. The recipients of the SW CCR will depend upon the type of change, i.e., RDA Enhancement CCRs will be routed to a different group of reviewers than an APWG CCR, etc. The only reviewers with privileges to approve/reject a SW CCR are the agency POCs, except in the case of an APWG CCR. The APWG chair has that privilege/responsibility.
- B. The status of the SW CCR will change to **CCR Review**. Agile will send the originator an email notification of the status change.

Please Note: Prior to System Test, a Group Lead may request creation and activation of a Razor Issue for Bug Fix and Maintenance SW CCRs that do not impact external users, while the CCR is in CCR Review status. The CM Analyst will then advance the CCR to **Targeted** status. However, after the start of System Test:

- 1) The **TRB** must request the creation/activation of a Razor Issue for a SW CCR.
- 2) The **TRB** must approve generation of a SW CCR from a ROT Razor Issue, and creation/activation of an Issue for that CCR.
- 3) Minor infrastructure enhancements (explained in section 8 step A) will be presented to the **TRC**. Upon TRC approval, the CCR must then be presented to the **TRB** for approval to create/activate a Razor Issue.

Please Note: The **originator** of a **ROT Razor Issue** approved by the **TRB** to become a **SW CCR** will be responsible for generating the SW CCR in Agile, just as required of all other Branches/Teams.

- C.** If a reviewer rejects the SW CCR during this review cycle it will move to CM Mediate status and will be mediated by the CM Analyst. Agile will send the originator an email notification of the rejection.
- D.** If an approver (agency POC or APWG chair) has not provided a decision by the **12th day of the review cycle**, Agile will send a **reminder email** requesting a decision be provided.
- E.** If after the **14th day a decision has not been received**, Agile will **escalate** the SW CCR to the CM Analyst, who will advance the CCR to the next appropriate status.
- F.** Following the CCR review cycle, the CM Analyst will determine the next appropriate status for the CCR.
 - 1. All Enhancement CCRs, Obsolescence CCRs, SW CCRs impacting external users, and CCRs requiring a TRB decision, as stated in the “**notes**” of step **B** of this section, will be advanced to **TRC** status. Agile will send the originator an email notification of the status change.

13. **SW CCR Decisions and Resolution**

- A.** The TRC is the first step in the SW CCR approval process. It is the TRC’s responsibility to evaluate the CCR and make a recommendation to the SREC. Presentation of the CCR to the TRC allows discussion and resolution of any questions or concerns, allowing the CCR to move forward with “one voice” from the ROC. The TRC Chairperson will be the final approval authority in cases where a consensus is not reached by the TRC. TRC meeting minutes are emailed to all ENG and PGM staff members.

Four questions are asked of each SW CCR presented to the TRC:

- **What is the TRC’s recommendation?** (Approval/Disapproval)
- **Does the CCR require presentation to the SREC?** (Yes/No)

The responsibility to define the functionality to be included in the software build, and approve the SW CCRs to implement such functionality, has always belonged to the SREC. However, the SREC has given permission for the TRC to adjudicate SW CCRs requesting a minor enhancement to infrastructure as needed. **Minor enhancement to infrastructure CCRs have no impact to external users, have no monetary/budget impacts, nor do they require hardware changes.** **Major enhancement** SW CCRs include new

algorithms, new products, new requirements, require money for implementation (hardware purchase, circuit costs for new circuits or increased bandwidth), or are SW CCRs that impact external users, and will remain under the SREC's jurisdiction.

- **Does the CCR require submission into the NWS Operations and Services Improvement Process (OSIP)? (Yes/No)**

(Information regarding the OSIP process can be found at <https://osip.nws.noaa.gov/osip/index.php>)

- **What is the target release (SW build) for the CCR?**

SW CCRs will be given a target release of '**99 (TBD)**' until such time as the SREC approves the CCR for implementation (except those that are minor enhancements to infrastructure, which will be assigned a target release by the TRC). Upon SREC approval, the CCR will be assigned to a build release and the target release field updated with the build release number.

- B.** In some cases, a SW CCR may not gain TRC approval, e.g., more information is needed before a decision can be made, or a response to a review question is needed. In these situations, the SW CCR will be tabled and moved to **CM Mediate** status; the CM Analyst will provide mediation as required. Upon resolution of the situation, the CM Analyst can return the SW CCR to the workflow at the appropriate status. The originator will receive an Agile email notification for each status change.
- C.** If the NWS submits a comment stating the SW CCR must enter the OSIP process, the change request will be evaluated by the TRC. The TRC can postpone the approval of the CCR, request the SREC discuss the matter and determine the future of the CCR; or the TRC can decide to send the CCR to OSIP prior to an SREC meeting in an attempt to gain NWS approval. A SW CCR entering the OSIP process prior to its presentation to the SREC will move to **NC OSIP** (NWS Compelled OSIP) status. The CCR will remain at NC OSIP status until such time as the CCR receives OSIP approval or OSIP agrees the CCR does not meet OSIP project criteria and may return to the WSR-88D review/approval process. At that point, the CCR would be changed to **SREC** status and presented at the next SREC meeting.

Please Note: OSIP is an **NWS only** process and does not supplant the authority of the SREC. Therefore, OSIP approval of a SW CCR does not constitute tri-agency approval.

- D.** SW CCRs requiring SREC presentation will advance to SREC status following the TRC meeting, and will remain at such status until the SREC has decided the future of the SW CCR. The originator will receive an Agile-generated email notification of the status change.

- E. As stated earlier, it is the responsibility of the SREC to define software build content. SW CCRs approved by the SREC will be assigned a target build release; all others will remain at target release **99** (TBD). Those CCRs assigned a target release will be advanced to **Targeted** status, and the originator will receive an Agile email notification of the status change.

However, if SREC discussion of a SW CCR brings to light impacts to other NWS systems, or meets any other OSIP criteria, the SREC can determine the SW CCR must enter OSIP. In such cases, the SREC will assign a target release, which will be noted on the SW CCR form. The status of the CCR will be changed to **OSIP** and will remain in such status until the CCR is approved by or released from OSIP. Upon leaving OSIP, the SW CCR will be moved to **Targeted** status. The originator will receive an Agile-generated email notification each time the CCR changes statuses.

14. SW CCR Implementation

- A. When a SW CCR reaches **Targeted** status, it has gained all the necessary approvals and has been assigned to a SW build release. Targeted SW CCRs are **eligible** for creation of **Razor Issues**, which are used for checking-out and checking-in of software source code.
- B. Following the SREC meeting, each **SW ENG** team is to hold a **Build Planning Meeting** to determine which Targeted CCRs they will be able to “fit” into the build. Following these meetings, each **SW Group Lead** will provide CM a list of CCRs from which **Razor Issues** should be generated.
- C. Once a **Razor Issue** is created, CM will add the Issue number to the SW CCR form and advanced the CCR to **Being Worked** status. The originator will receive an email notification of the status change.
- D. SW CCRs in **Being Worked** status will remain in said status until the SW build is released to the field and the ECP has been approved. Once these criteria are met, the CCR will be advanced to **Closed** status, which marks the end of the SW CCR process.

Appendix A

ENGINEERING AREA CODES	
CODE	DESCRIPTION
ADP	Adaptation Data
CERT	Certification
DOC	Documentation
FAC	Facilities
RAD	Radar
RIDDS	Radar Interface and Data Distribution System
BDDS	Base Data Distribution System
SW	Software
SYI	Systems Integration
DEV	Development
ICD	Interface Control Document

CPCIs	
01	RDA Status and Control
02	RDA Signal Processor
03	RPG Applications
06	RDASTS
09	OPUP Applications
10	OS (Concurrent – ROC only)
11	RPG Solaris Operating System
12	RPG Linux Operating System
13	OPUP Linux Operating System
14	RRRAT
15	SPG Linux Operating System
17	Pedestal Firmware
19	RADAR Control Program

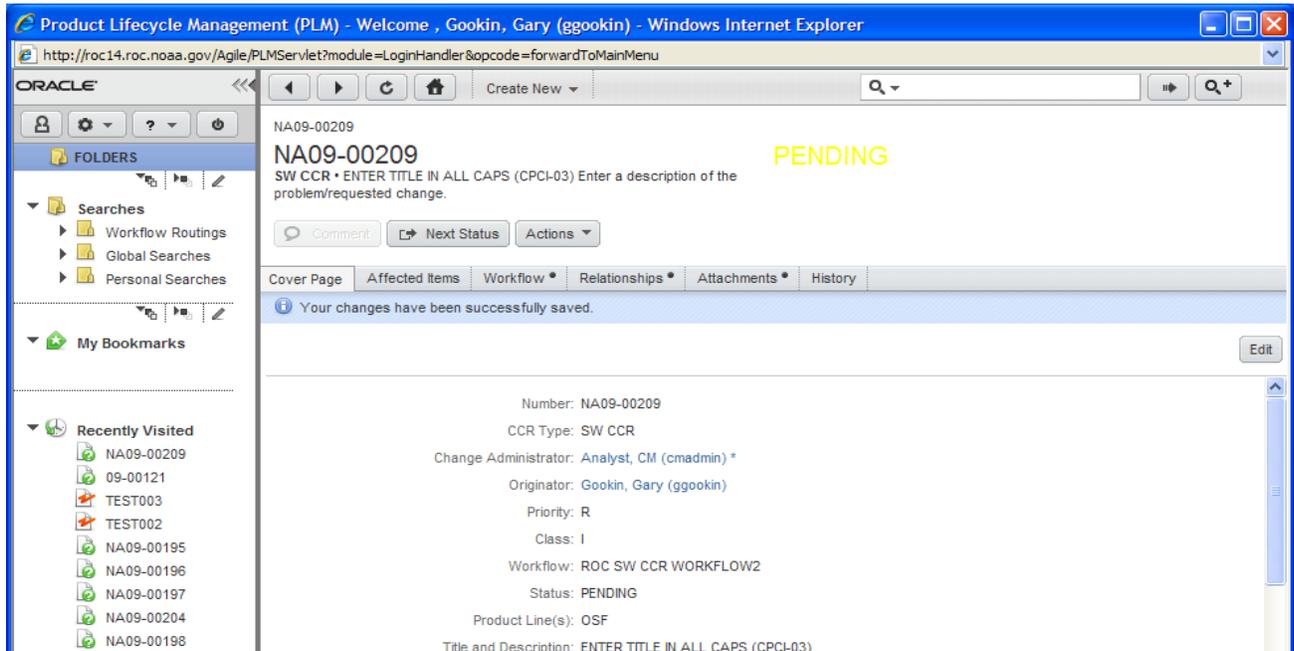
20	AME for Dual Polarization
22	SDS/CM
23	RPG Software Support Tools
26	Adaptable and Geographic Data
27	Sigmat Utilities
28	Performance Analysis
29	RDA Linux Operating System
32	Ancillary Systems
34	ROCETEER
38	RDA Software Support Tools
48	OPUP Software Support Tools
49	OPUP Solaris Operating System
84	OSSM
86	SPG

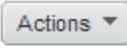
Explanation of Agile SW CCR Statuses	
Unassigned	CCR is a bare template.
Pending	Status in which the CCR can be modified by the originator.
Group Lead Review	CCR is awaiting Group Lead/Team Lead decision.
Submitted	CCR has been submitted to CM for verification and processing.
Multi	Change impacts multiple CPCIs or multiple software build releases. Only one of the “multiples” is routed for review.
CNWG	CCR requires CNWG review prior to regular review cycle.
CCR Review	Regular review cycle.
External User	Review status used by CM only.
TRC	CCR is awaiting presentation to the TRC.
NC OSIP	CCR in OSIP, prior to SREC approval, at NWS insistence.
SREC	CCR awaiting presentation to the SREC.

Targeted	CCR has been targeted to a SW build release.
Being Worked	CCR has a Razor Issue created and activated, software is being changed.
OSIP	CCR is in OSIP following SREC presentation.
CM Mediate	CM Analyst is mediating dissention regarding the CCR.
Closed	CCR implemented in software release and ECP has been approved.
Canceled	CCR has been canceled.

Appendix B - Save As Function

1. Use the **Save As** function in situations requiring more than one CCR to implement the requested change, e.g., changes requiring modification to more than one CPCI or build release. *In this example, implementation of SW CCR NA09-00209 will require changes to CPCIs 03 and 23.*



2. With the initial SW CCR open, click the **Actions** button  on the SW CCR form. From the menu, select **Save As** (Figure B-1).

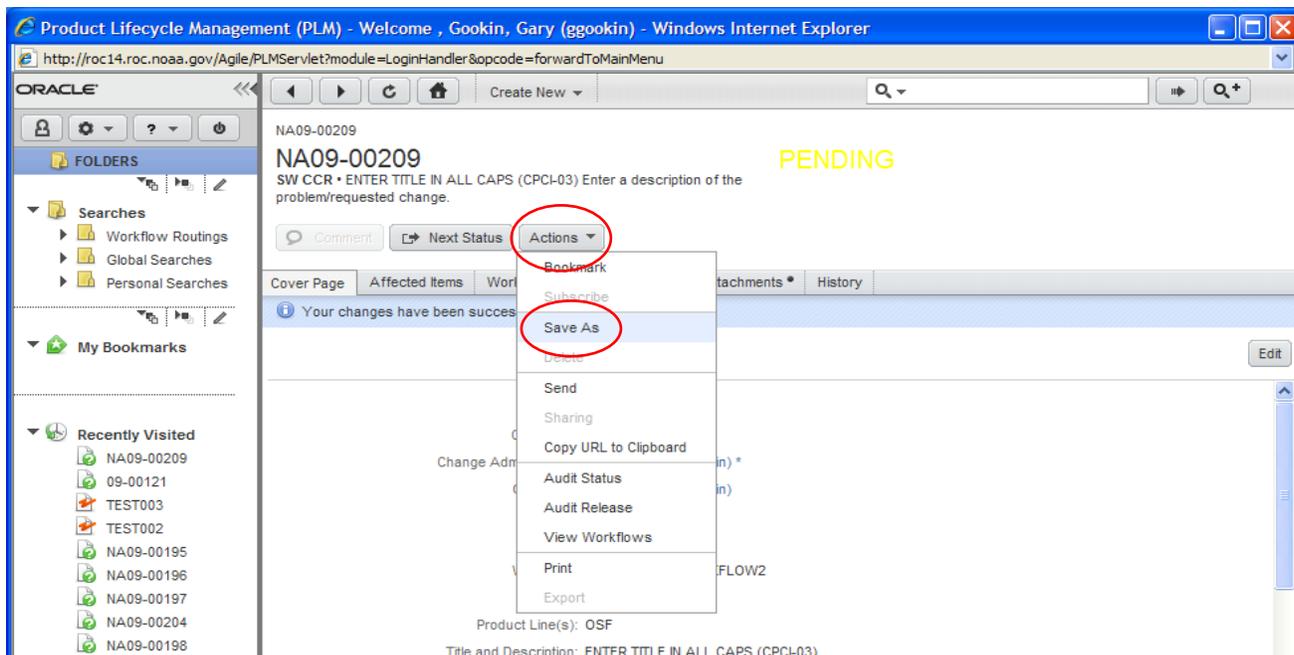


Figure B-1: The Actions button and Save As option on the Actions menu.

3. The **Save As** dialog box will be displayed (Figure B-2).

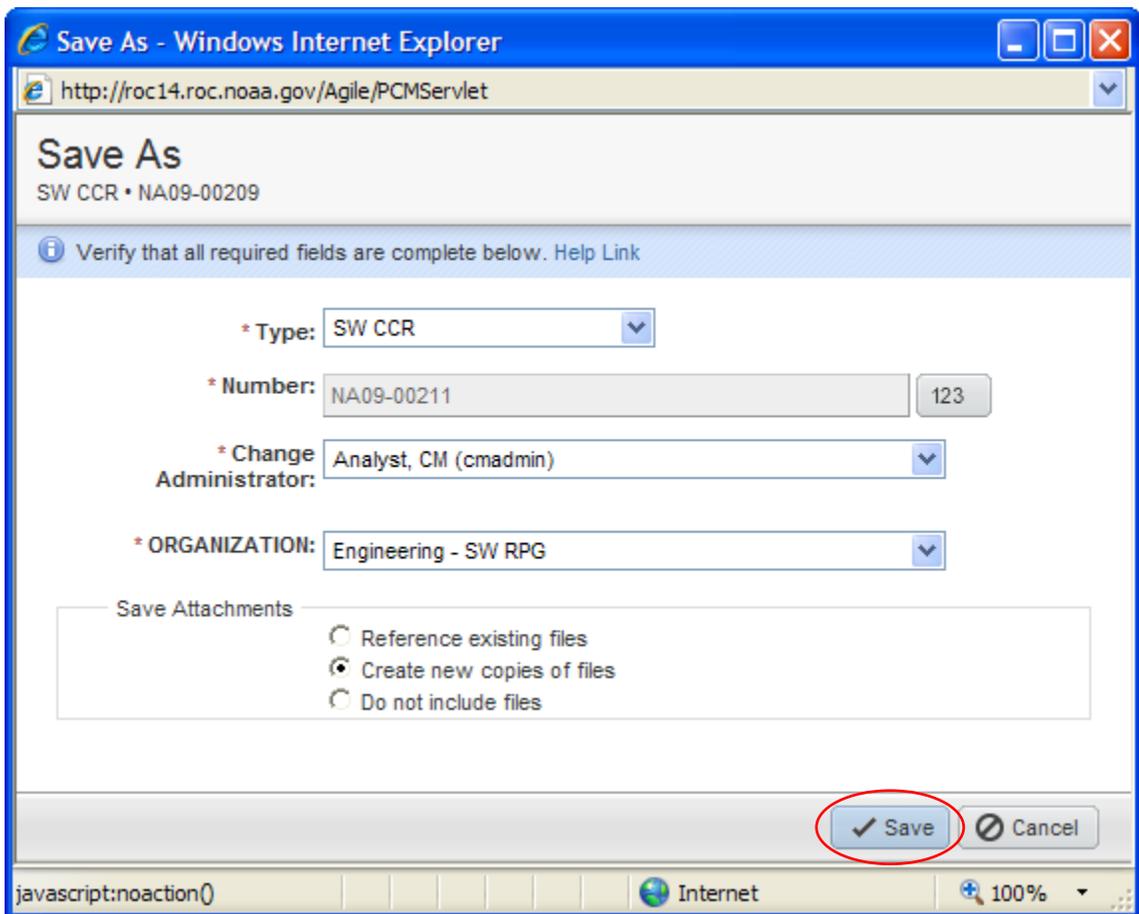


Figure B-2: “Save As” dialog box.

4. **Do Not click the number button** **at the end of the Number block.** Unlike previous versions of Agile, this button does not number the CCR, it rennumbers the CCR by advancing the CCR number. Click **Save** .
5. The new SW CCR, **NA09-0021**, will be displayed (Figure B-3). Other than the CCR number, the new CCR will contain the same information as the CCR from which it was created, e.g., the same title, CPCI number, attachments, etc.

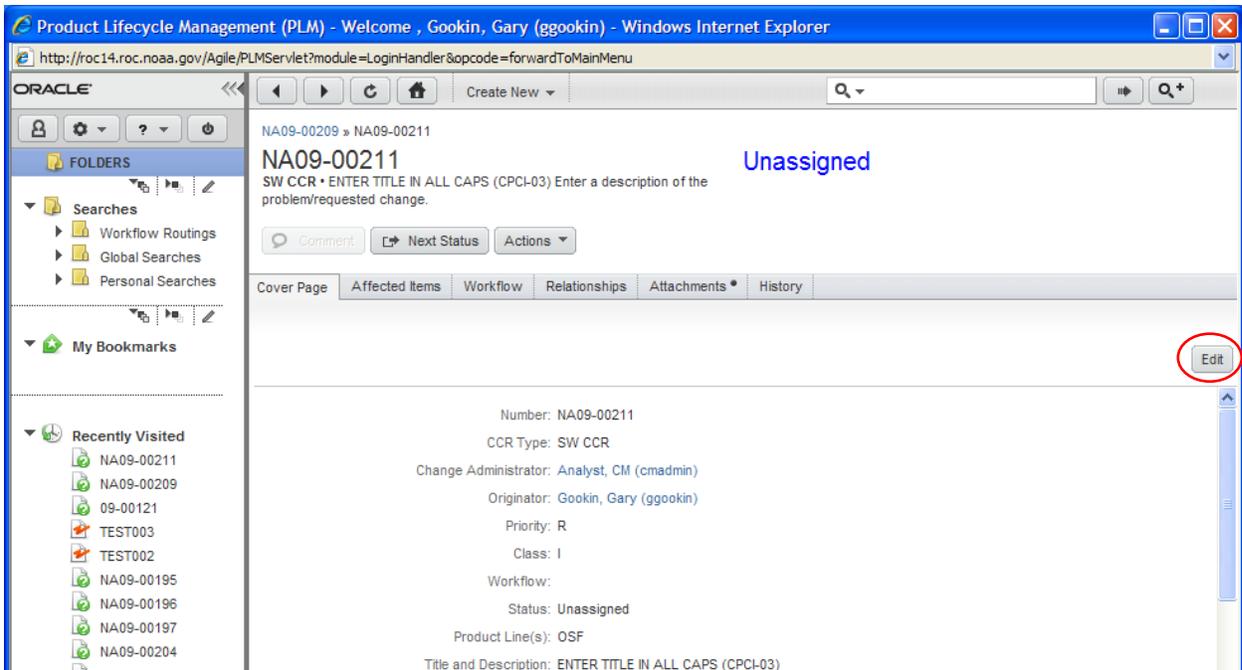


Figure B-3: SW CCR created via Save As function.

6. Click the Edit button  on the new SW CCR form (Figure B-3).
7. Select **ROC SW CCR Workflow2** from the Workflow drop-down list on the Cover Page tab. Click **Save** (Figure B-4).

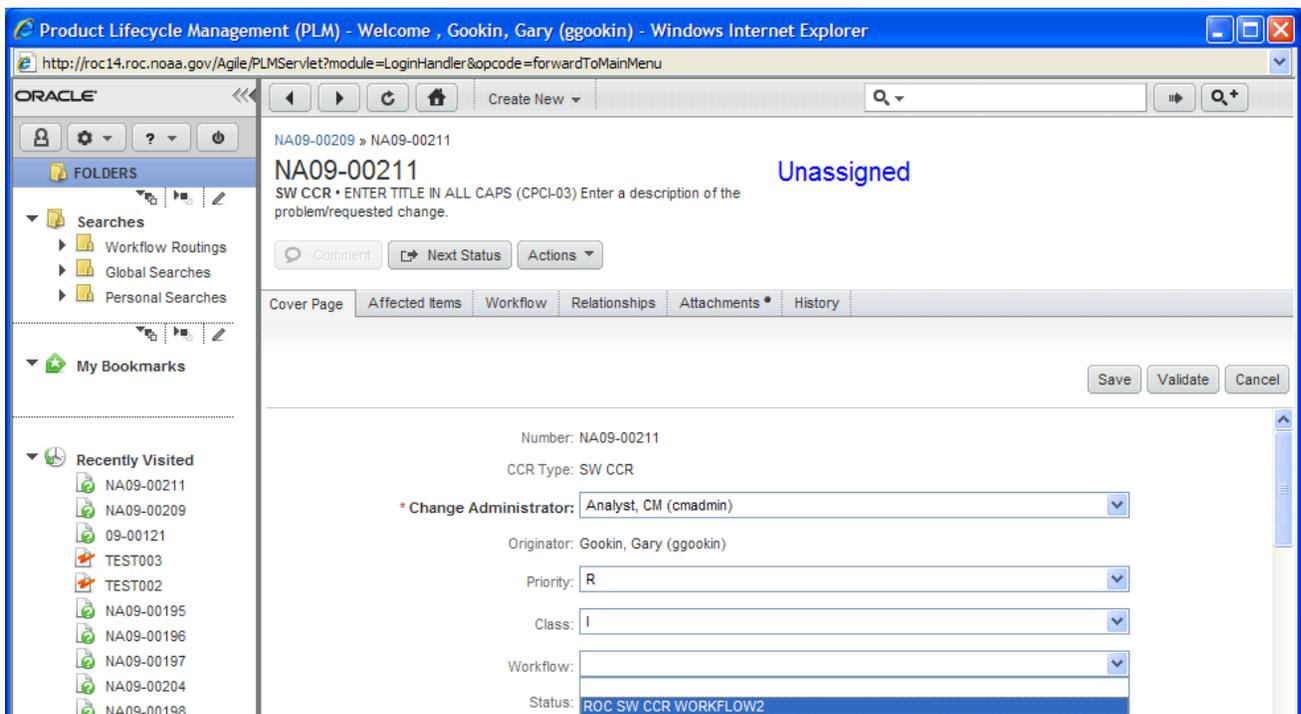


Figure B-4: Workflow selected.

8. Edit the SW CCR data as needed. In our example multiple CPCIs are affected; **Multi:** is added to the beginning of the title and the CPCI number at the end of the title is changed to reflect the correct CPCI (**23**). See Figure B-5.

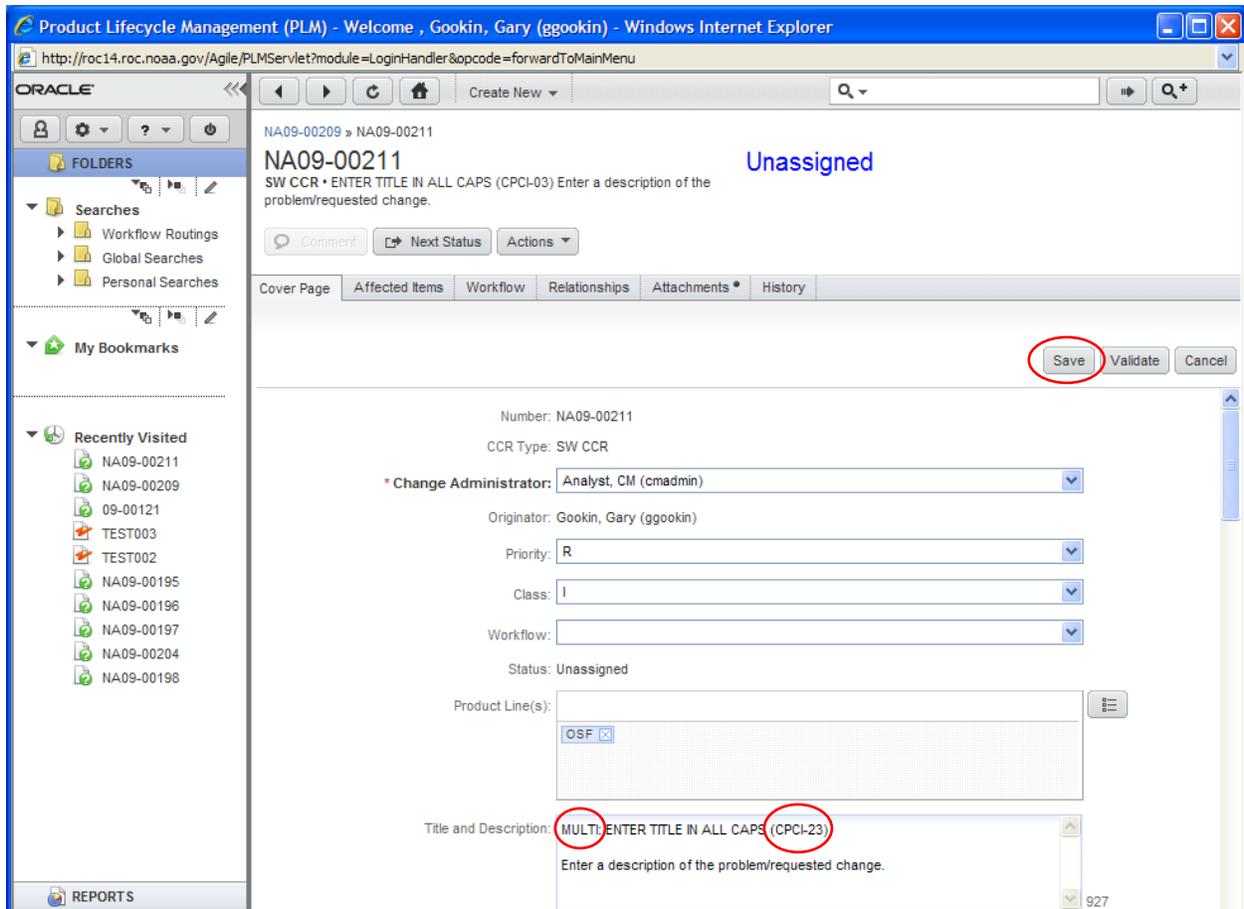


Figure B-5: Multi added and CPCI changed from 03 to 23 in the title of the “Save As” SW CCR.

9. Click **Save** (Figure B-5). The status of the SW CCR will advance to **Pending** (Figure B-6).

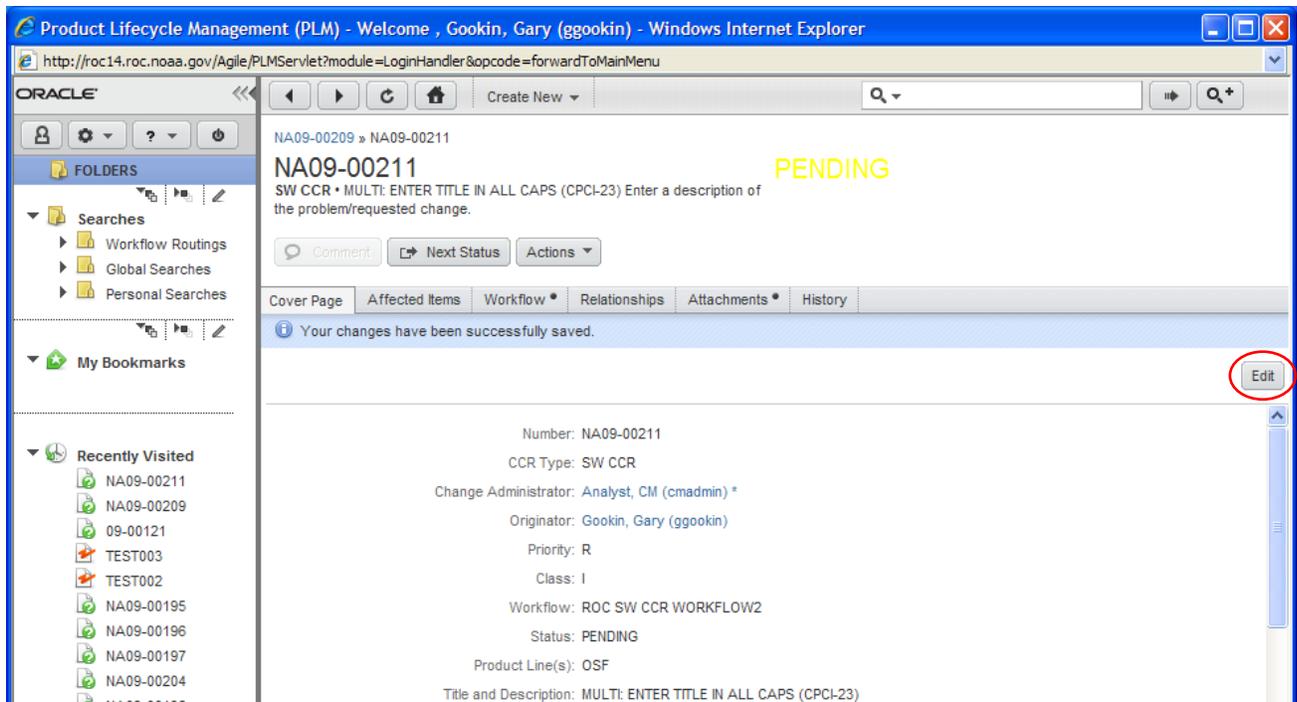


Figure B-6: SW CCR advanced to Pending status.

10. Click the **Edit** button  on the SW CCR form; scroll down to the **User/CM Info section** of the Cover Page tab. Enter the number of the **initial SW CCR** in the **Related ECP/CCRs** block (Figure B-7).

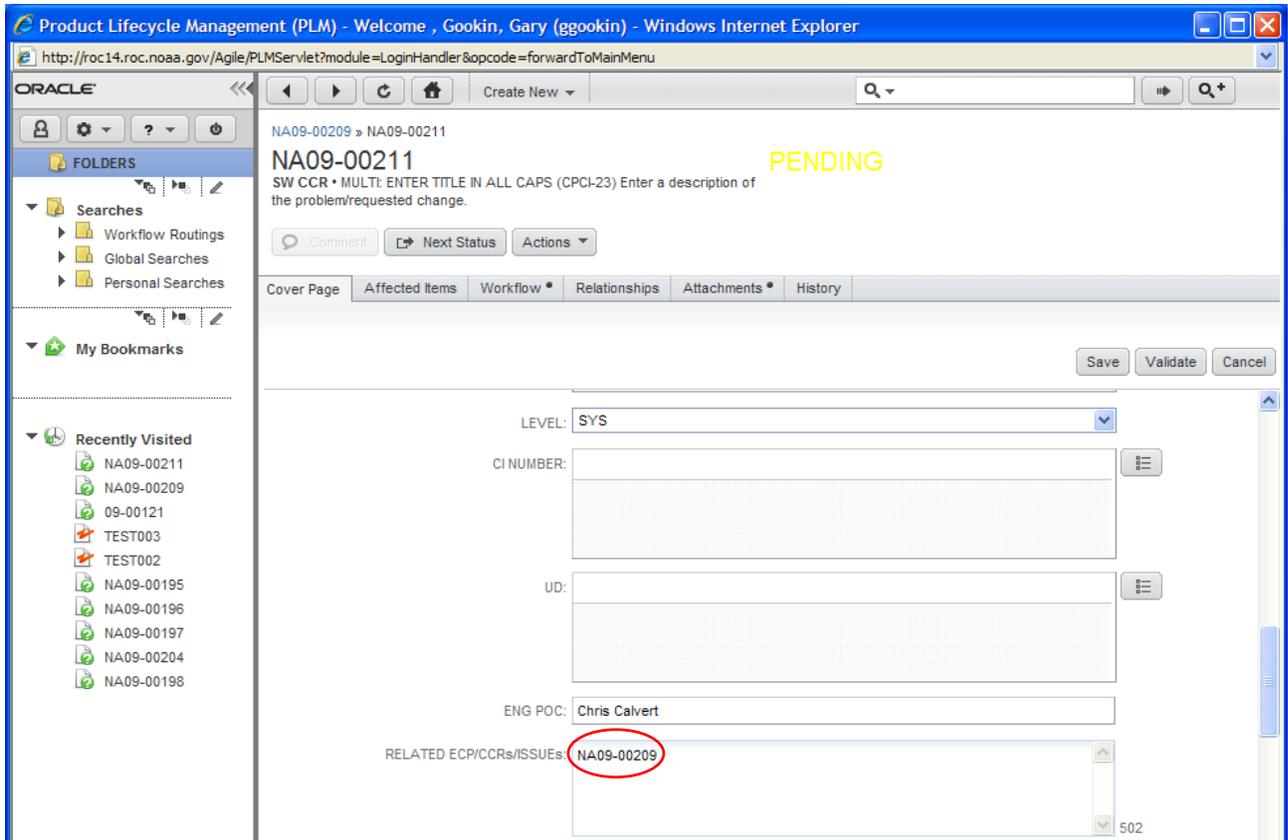


Figure B-7: Initial SW CCR listed in the Related ECPs/CCRs/ISSUES block of the SW CCR form.

11. Scroll down to the **Software CCR Information section** of the Cover Page tab and update the **CPCI** field to change the CPCI from 03 to 23 by selecting **23** from the CPCI drop-down list (Figure B-8).

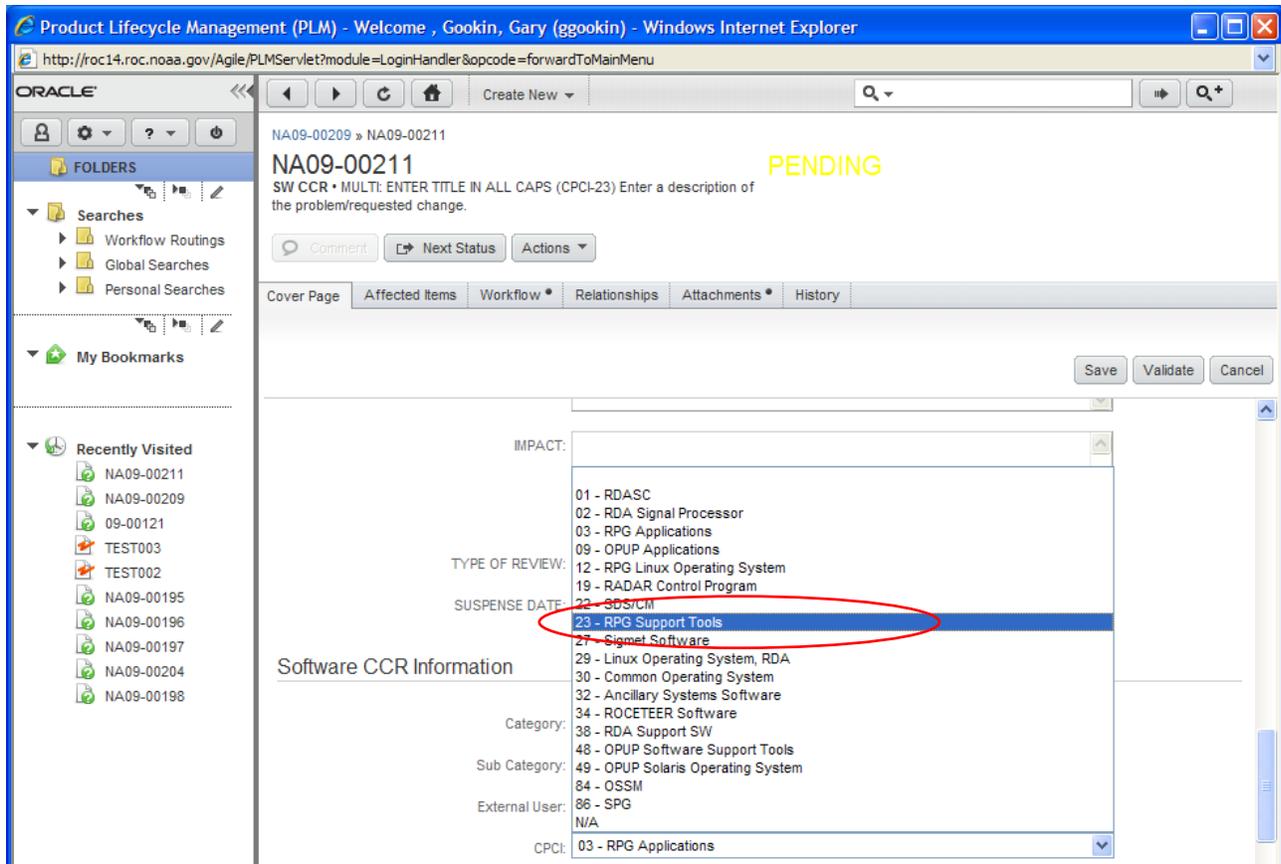


Figure B-8: The CPCI changed from 03 to 23 on the “Save As” SW CCR.

Please Note: If the initial change had required implementation in two build releases, the Title and Description block on the Cover Page and the Target Release block on the Software CCR Information tab would have been edited to reflect the second build release.

12. Review all fields of the SW CCR for accuracy and completeness. Click the **Save** button  on the SW CCR form.
13. If the initial CCR (from which the “Save As” CCR was created) has been submitted, the **.pdf file of the initial CCR** must be removed. Click on the **Attachments tab**. Highlight the row containing the .pdf file of the initial CCR, by clicking on the gray box on the left-hand side of the CCR form (Figure B-9).

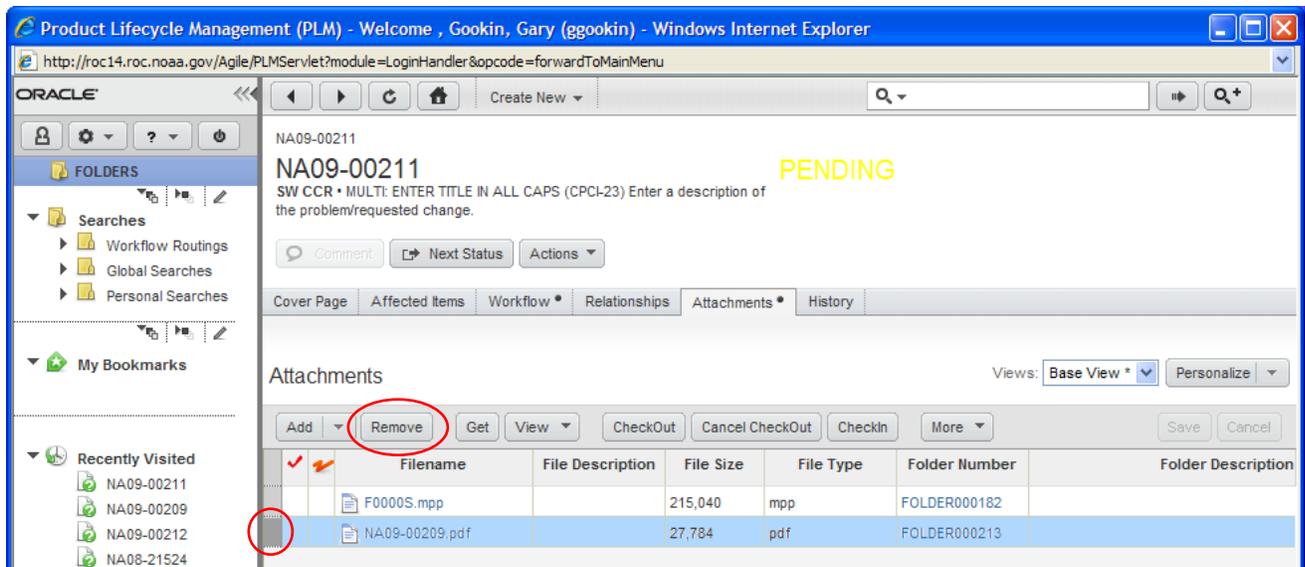


Figure B-9: Highlighted line containing .pdf copy of CCR from which the “Save As” CCR was created.

14. Click the **Remove** button on the SW CCR form (Figure B-9). Agile will “refresh” and remove the attachment.
14. Click the **Next Status** button on the SW CCR form to enter the CCR into the review process, which is described in **section 8** of this document - **Initiating the SW CCR Process**.

Appendix C- To Send a Comment

1. Click the **Actions** button and select **Send** from the options menu (Figure C-1).

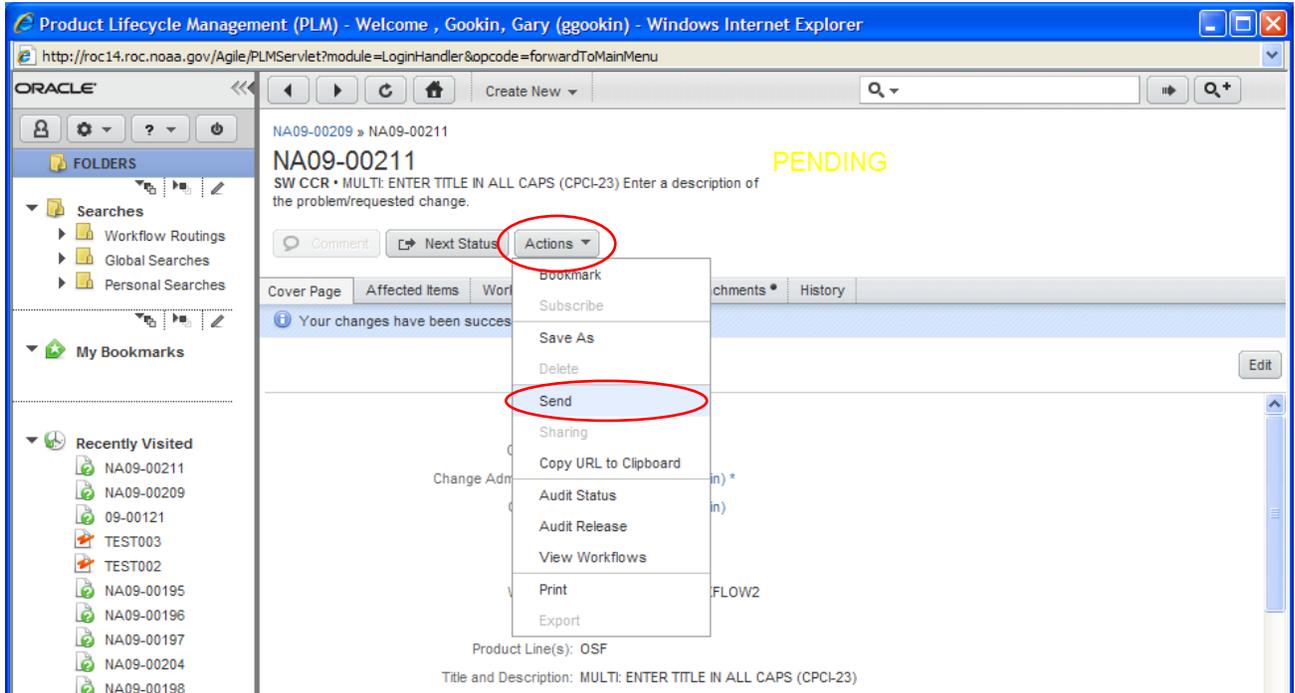


Figure C-1: Actions button and Send option on menu.

2. The **Send** dialog box will be displayed (Figure C-2).

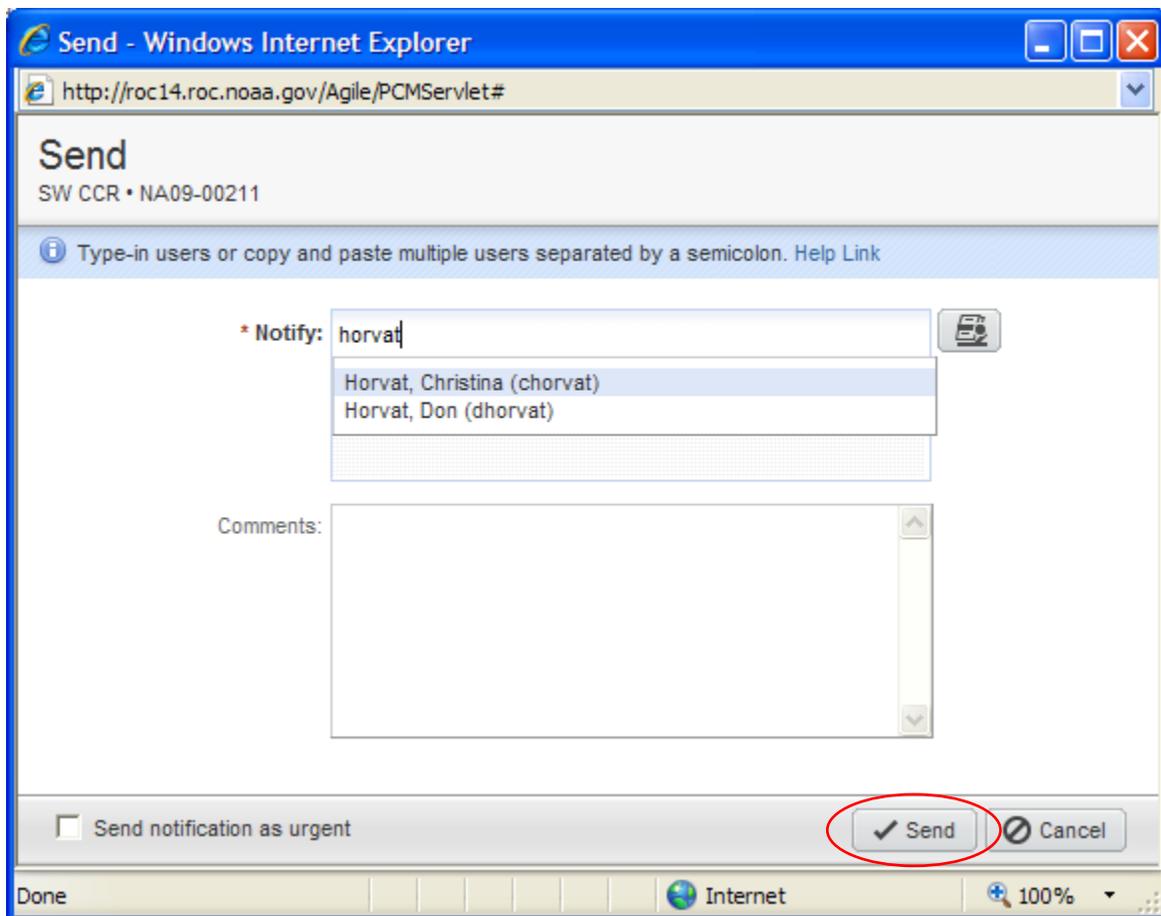


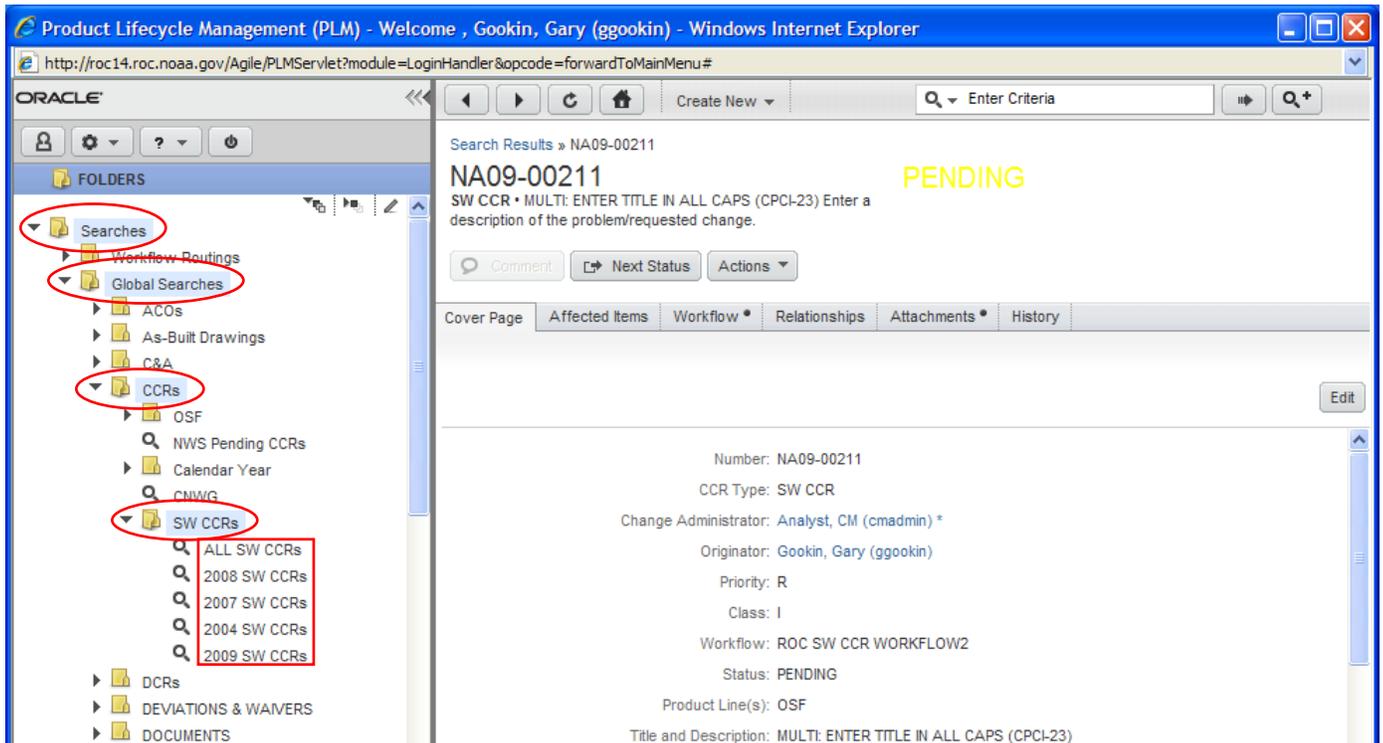
Figure C-2: Send dialog box with addressee's last name typed in Notify block.

3. **Begin typing the last name of the addressee** in the **Notify** field; possible matches will be displayed (Figure C-2). Use the keyboard's down arrow to toggle through possible selections. When correct addressee's name is found, hit **Enter** to populate the **Notify** field.
4. **Enter comments** in the **Comments** block and click the **Send** button  at the bottom of the **Send** dialog box (Figure C-2).

Appendix D – Searches

1. Pre-set Searches

- A. In the **Folders** pane, expand the **Searches**, **Global Searches**, **CCRs**, and **SW CCRs** nodes.



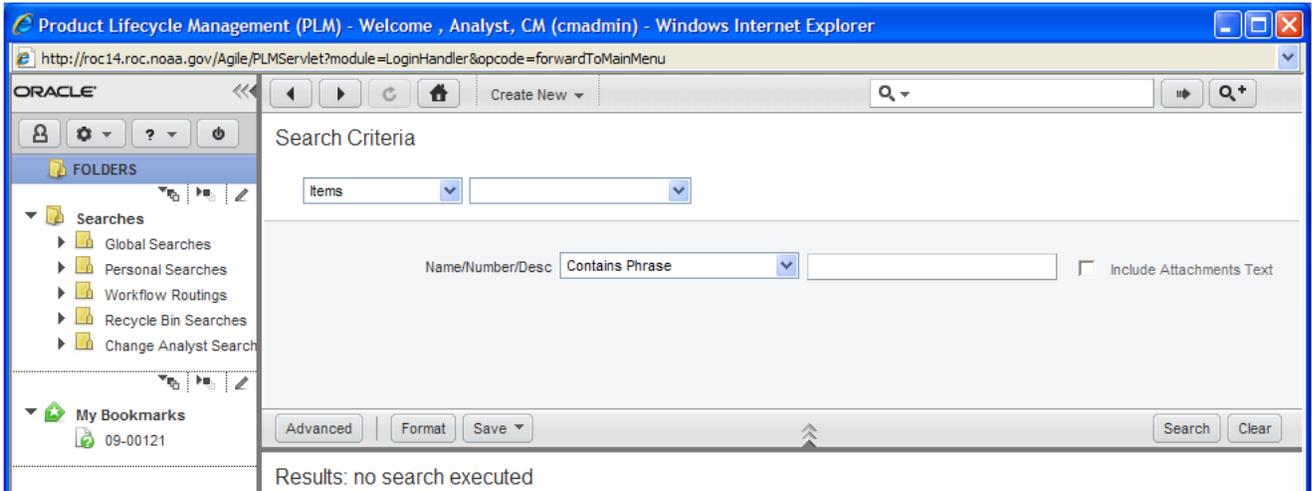
- B. Select a pre-set query to view **all SW CCRs** or those submitted during a **specific calendar year**.

2. Custom Searches

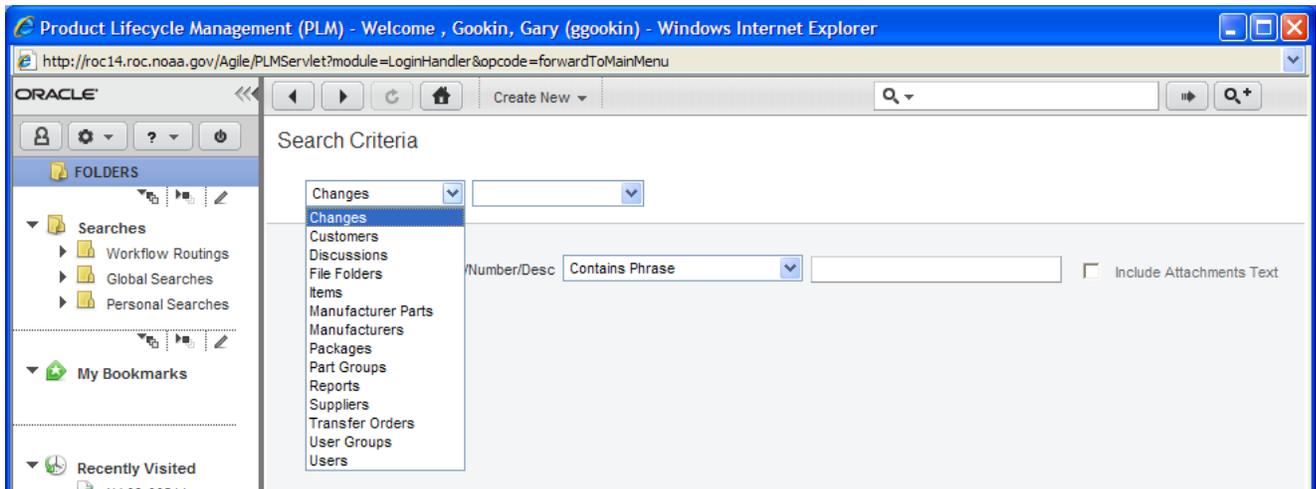
- A. Click the Custom Searches button  on the Agile toolbar.

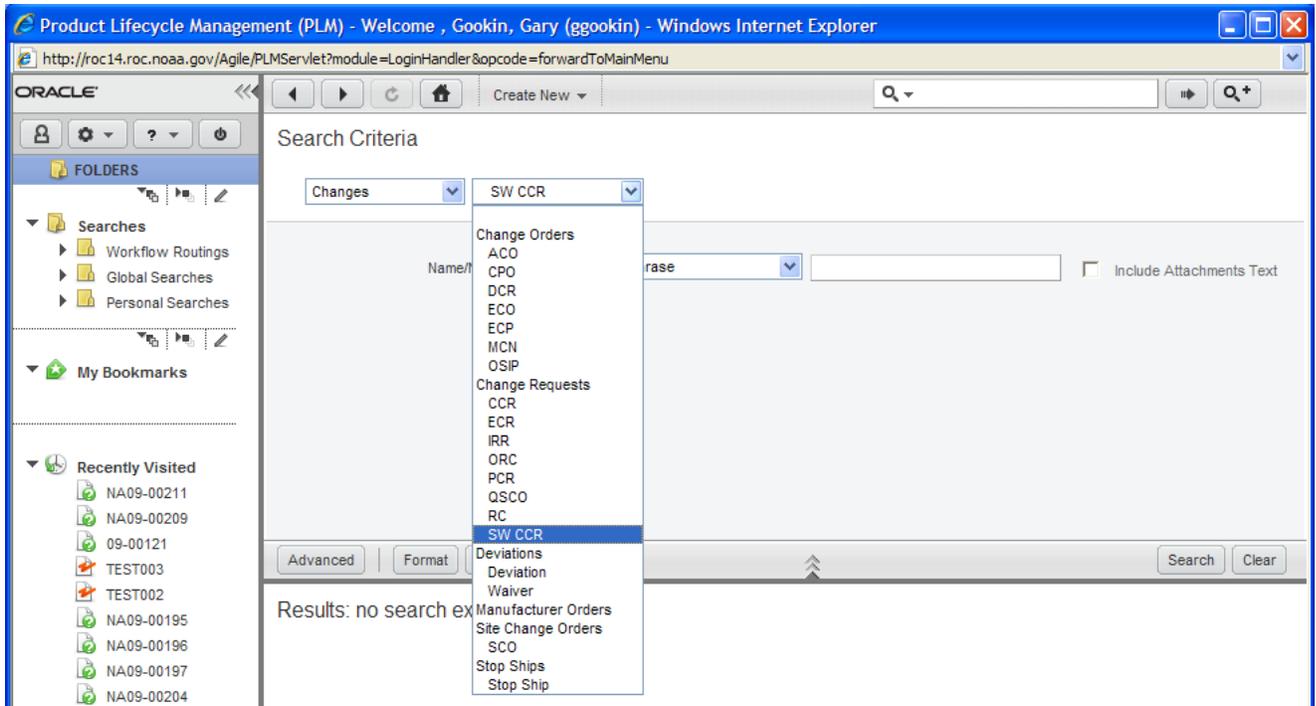


B. The Search Criteria window will be displayed.

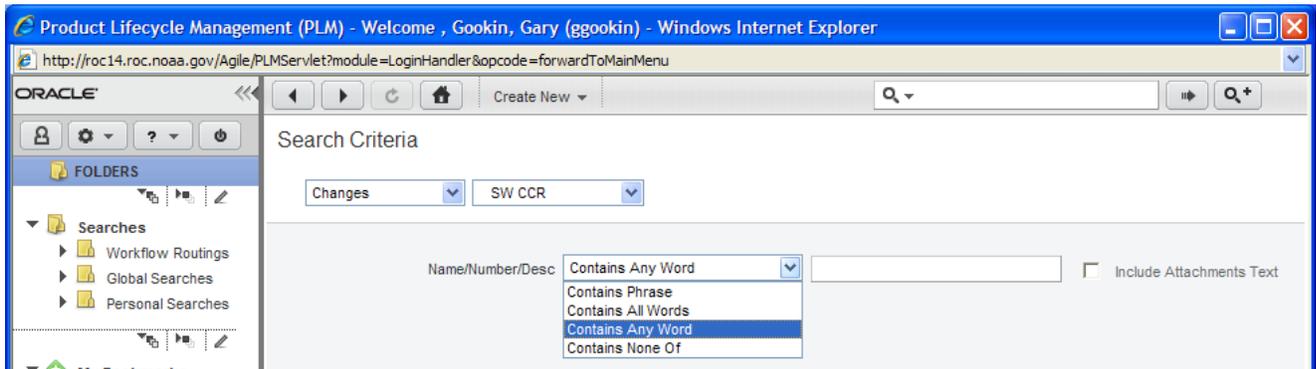


C. Select the type of item for which to search.

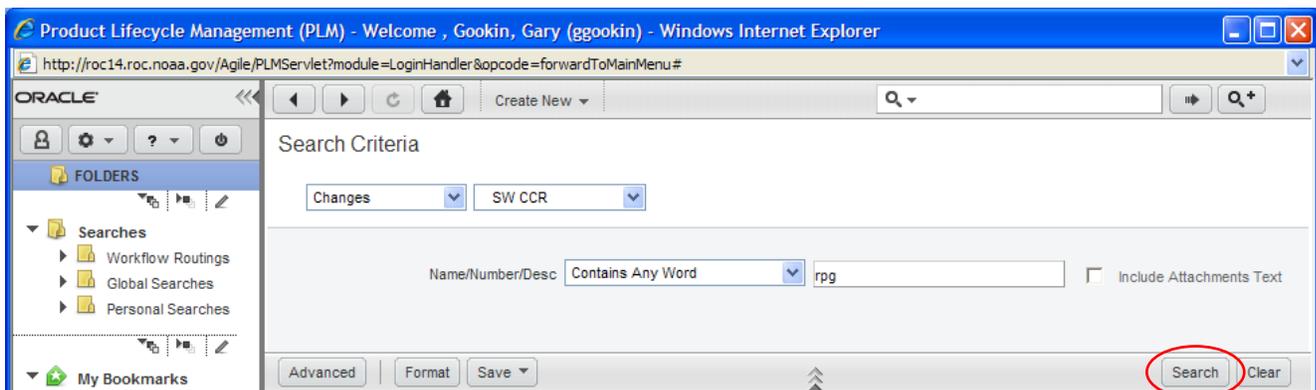




D. Select the matching criteria.



E. Enter the value for which to search; click **Search**.



F. Search results will be displayed.

The screenshot shows the Oracle PLM search interface. The 'Search Criteria' pane has 'Changes' and 'SW CCR' selected in the dropdowns. The search term 'rpg' is entered in the 'Name/Number/Desc' field. The 'Advanced' button is circled in red. The 'Search Results' pane displays a table with the following data:

Number	Title and Description	Status	Workflow	CCR Type
NA07-04411	RPG FEEDBACK IN HCI TO ADAPT PARAMS CHANGES NOT	BEING WORKED	ROC SW CCR WORI	SW CCR
NA07-17301	TRANSITION INITTAB ENTRIES TO INIT SCRIPTS Currently, the	TARGETED	ROC SW CCR WORI	SW CCR
NA07-25401	REMOVE CS, SWP, SWR, SWV, SWW AND SWS PRODUCTS	BEING WORKED	ROC SW CCR WORI	SW CCR
NA07-35201	STANDARDIZE CODE FOR RPG HCI GULS Over the years, RPC	BEING WORKED	ROC SW CCR WORI	SW CCR
NA07-35301	RPG AND RDA ROUTER/SWITCH MANAGEMENT (CPCI-01) Cu	TARGET99	ROC SW CCR WORI	SW CCR
NA08-00304	ADAPTATION DATA MISMATCH AFTER RPG STARTUP Contr	BEING WORKED	ROC SW CCR WORI	SW CCR
NA08-00308	RPGA SOCKET REMAINED GREEN DURING REBOOT The RPG	BEING WORKED	ROC SW CCR WORI	SW CCR

G. For an advanced search, click the **Advanced** button in the Search Criteria pane.

The screenshot shows the Oracle PLM search interface in advanced mode. The 'Object Search' dropdown is selected. The search criteria are defined using a table structure with columns for Attribute, Operator, Prompt, Value, and Join. The search term 'rpg*' is entered in the Value field. The 'Match Case' checkbox is unchecked. The 'Basic' button is selected in the bottom pane.

Attribute	Operator	Prompt	Value	Join
Name/Number/De:	Contains Any Word		rpg*	

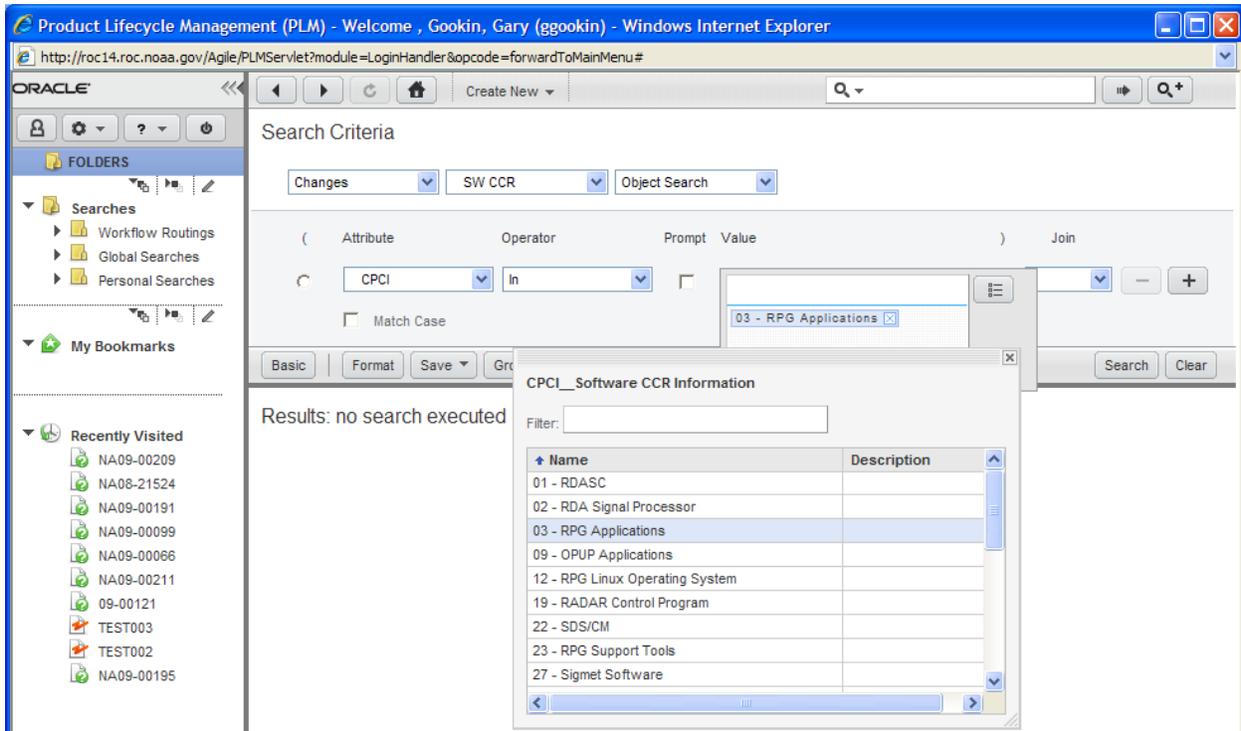
H. Select the attribute and operator for the search.

The screenshot displays the Oracle Product Lifecycle Management (PLM) search interface. The browser title is "Product Lifecycle Management (PLM) - Welcome , Gookin, Gary (ggookin) - Windows Internet Explorer". The URL is "http://roc14.roc.noaa.gov/Agile/PLMServlet?module=LoginHandler&opcode=forwardToMainMenu#".

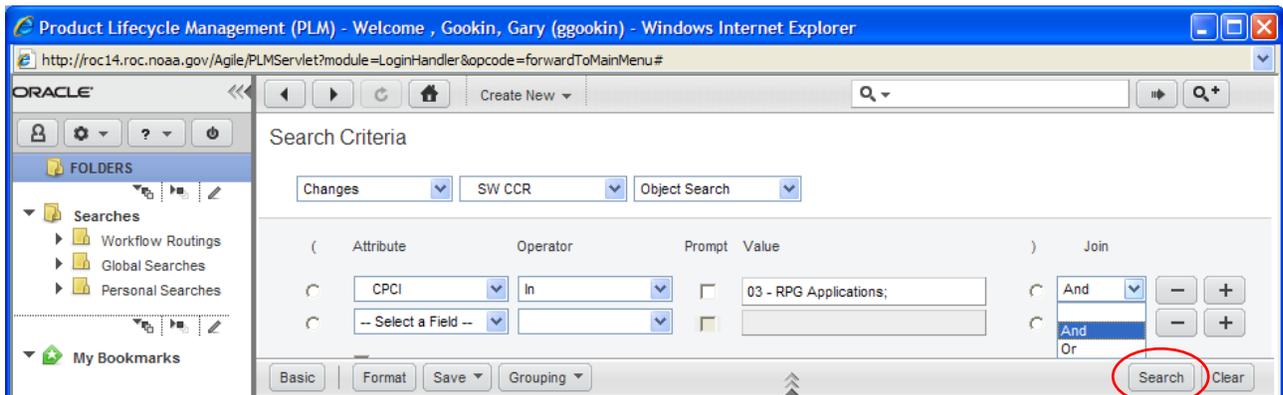
The interface is divided into several sections:

- Left Sidebar:**
 - FOLDERS:** Contains "Searches" (Workflow Routings, Global Searches, Personal Searches) and "My Bookmarks".
 - Recently Visited:** Lists various document IDs such as NA09-00209, NA08-21524, NA09-00191, NA09-00099, NA09-00066, NA09-00211, 09-00121, TEST003, TEST002, and NA09-00195.
- Search Criteria:**
 - Buttons: "Changes", "SW CCR", "Object Search".
 - Fields: "Attribute" (dropdown), "Operator" (dropdown), "Prompt" (text input), "Value" (text input).
 - Buttons: "Search", "Clear", "Basic".
- Results:** A list of attributes is displayed, including: External User, Impact on other CP, Impacts on Docum, Impacts on Shared, Razor Issue, Security Impact, Site Locations, Sub Category, Target Release, Affected Items, Item Description, Item Number, LifeCycle Phase, Revision, Attachments, Attachment Type, Checkin User, Checkout Date, Checkout Location, Checkout User, File Description, File Document Tex, File Size, and File Type.

I. Enter the value on which to search.

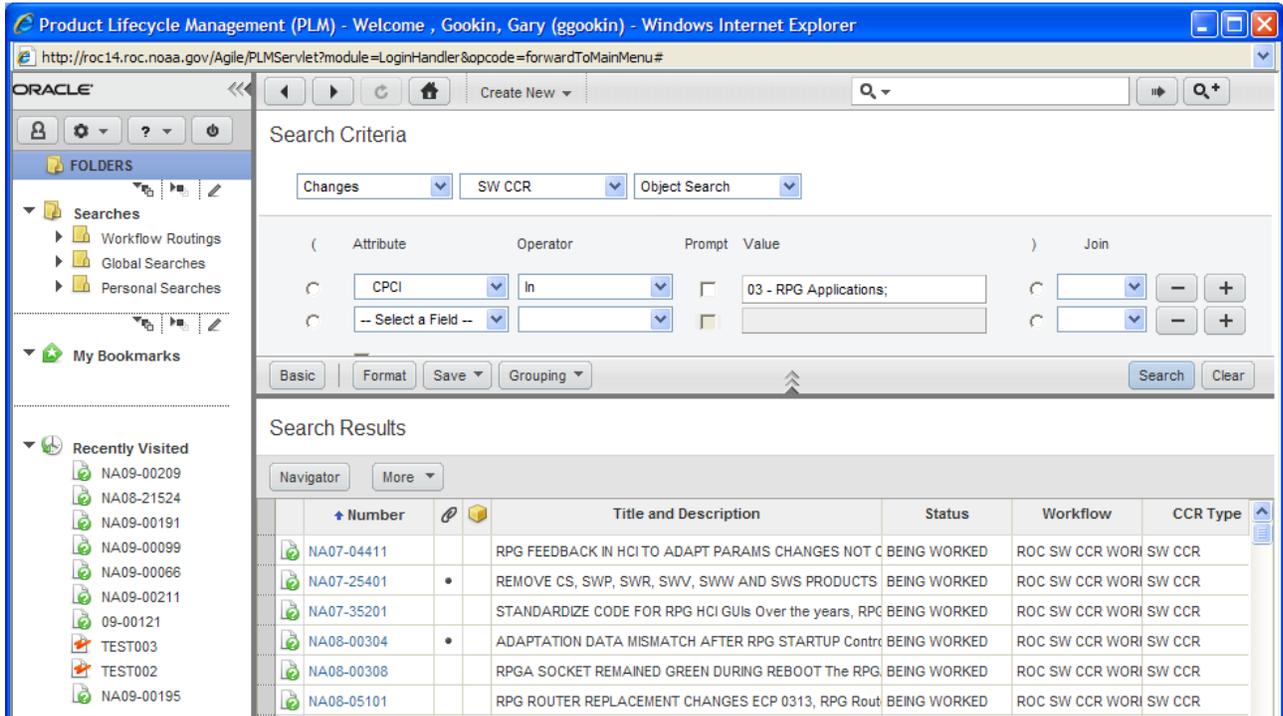


J. Search may be further refined by addition of an And/Or option.

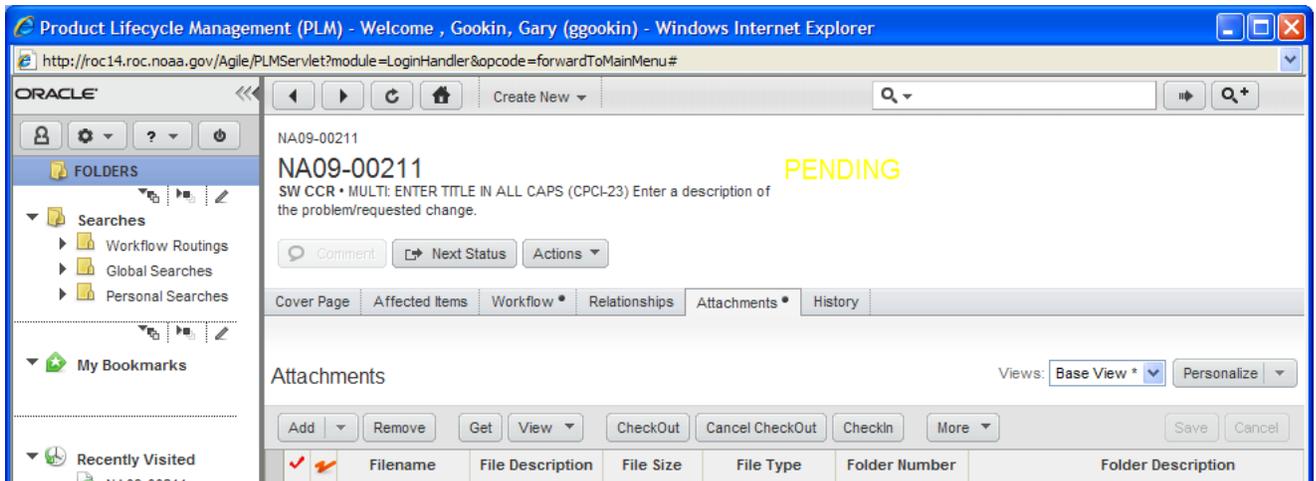


K. When search parameters have been set, click **Search**.

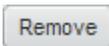
L. Search results will be displayed.



3. Attachment Tab Buttons



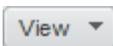
Add – Adds an attachment using the File Uploader.



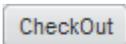
Remove – Deletes highlighted attachment row.



Get – Gets a copy of selected attachment to place on local computer.



View – Provides a menu of options for viewing and comparing attachments.



CheckOut – Checks out selected file for editing. May only be used by the originator.



Cancel CheckOut – Cancels the check out of the file. The edited version of the file is not included on the CCR (file is not revised).



CheckIn – Checks in file following editing. Can only be used by the originator. Do not move or delete file before check-in; Agile cannot find the file once moved.



More – Provides a menu of miscellaneous options, such as print, cut and paste.

Appendix E

SW CCR WORKFLOW

