



ECTU Central Office SOP ECTU_IT_03: Feature Release

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Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	14 Mar 2012	Initial creation
2.0	10 Jun 2016	Reflect process changes. Changed title from System Change Management
3.0	05 Jul 2024	Document moved to v3 template. Minor wording changes to section 1 and 2. Included section 4.3 on Data Comparison Process. Minor numbering and format changes throughout the document. Added reference to IT003 System Release Document template.

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1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for including a feature in a live version of an ECTU developed bespoke database.

2.0 SCOPE

This SOP applies to all University of Edinburgh staff employed within ECTU who are responsible for developing a bespoke database and applies to both initial feature release and all subsequent maintenance and update releases.

3.0 RESPONSIBILITIES

The Software Developer or designee is responsible for:

- Making required database changes
- Update audit trail triggers
- Update the System Release Document

4.0 PROCEDURE

4.1 The Software Developer should confirm the feature is validated and has approval as per ECTU Central Office SOP ECTU_IT_02 Feature Development.

4.1.1 For requested minor operational changes such as temporary suspension of sites or randomisation which do not require a full release, an entry should be made in the IT003 System Release Document noting the date and nature of the changes.

4.2 Ensure any approved changes in the training database are in the live database as well.

4.2.1 Use a database comparison tool to confirm that the training and live databases match structurally, as detailed in the following process. In exceptional urgent or time-critical cases, some minor data changes may be applied directly to the live database. In this instance, the corresponding database change script will be created and tested after the event.

4.3 Database Comparison Process

4.3.1 Database development occurs on the dev database (which may be named with a suffix “_training” or “_dev”)

- Local development environment points to the dev database
- Maintain copies of scripts used for any database changes in the study specific folder. The script names should indicate ordering where required.

4.3.2 The validation occurs on the dev database, and may have several iterations

4.3.3 After validation, in order to confirm that the database change scripts are correct, the following process should be followed-

- Use a local copy of the live database (live-copy)

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- Apply any database change scripts to the local live-copy, paying attention to any dependencies / ordering constraints.
- Perform a schema comparison between the updated live-copy and the dev database.
 - Use database comparison tool in Visual Studio (Tools->SQL Server->New Schema Comparison).
 - If differences are detected, address/fix database change scripts, then repeat the process from the fresh live-copy.
- Perform a data comparison between master lists on live-copy and training.
 - Use data comparison tool in Visual Studio (Tools->SQL Server->New Data Comparison).
 - If differences are detected, address/fix database change scripts, then repeat process from the fresh live-copy.

Once it is concluded that the scripts reproduce the validated dev database, the scripts can be applied to the live database as part of the normal release process.

4.3.4 If any tables or table columns were added, ensure the audit trail triggers are rebuilt and re-applied to the live database.

4.4 Add a row to the System Release document (based on IT003 System Release Template, see Section 5) to contain the following:

- The overall System Version and date of release. This is not the individual feature version.
- The date of release.
- A list of the feature versions introduced or updated in this release. This should include both the major and minor component of the feature version.
- A list of the numbers of the additional requirements addressed in this release.
- Confirmation of whether or not the database triggers were re-built and re-applied.
- Confirmation that any database changes are in place in the production database.
- Include who was notified of the system update, when they were notified and what their role is in the project.

4.5 The document must be signed and dated by the Software Developer, saved within the TMF, Section 9, and where applicable printed and filed in the Projects Documentation folder.

5.0 RELEVANT DOCUMENTS AND REFERENCES

[On the ECTU website](#)

- ECTU Central Office SOP ECTU_IT_02 Feature Development

[On ECTU Shared Drive](#)

- IT003 System Release Template

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ECTU_SOP_IT_01, 03 and 26

Final Audit Report

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