

Production Server

REDCap Update Checklist

|  |  |
| --- | --- |
| Database contacts informed? | Yes or No (If not, please explain) |
| Previous LTS Version |  |
| Updated LTS version |  |
| Date of update |  |
| **REDCap My Projects Visual Check** | |
| |  | | --- | |  | | Same projects (names and PIDs) | | Same number of fields | | Same number of records | | |  |  | | --- | --- | | **PASS** | **FAIL** | |  |  | |  |  | |  |  | |
| **OQSP Comparison** | |
| Does the Development server OQSP Data Dictionary match Production server OQSP Data Dictionary? | Yes or No (If not, please explain) |
| Does the Development server OQSP Data match Production server OQSP Data? | Yes or No (If not, please explain) |
| Is the Production server database ready to be released? | Yes or No (If not, please explain) |
| Name, Role and Signature |  |
| Date signed |  |