Request Process for IHIS changes (Draft 6-13-2013)

**Summary:**

**Researcher**
- Requests Change Via CoRR (Link on CCTS Website)
- Researcher receives followup email to gather additional information for stakeholder group review
  - Researcher Fills out additional information with details surrounding their request.
    - **Is Further Detail Required?**
      - Yes
      - **Meeting with Stakeholder Representative Setup, via phone or in person conference**
      - **RISST Stakeholder Group Reviews Request. (Group Meets Every Other Tuesday)**
      - More Information Required
      - Denied
      - Approved
      - Researcher Informed
  - **More Information Required**
    - RISST Meets 1x Monthly
    - RISST Reviews Request.
      - **Denied**
      - **Approved**
      - Researcher Informed
    - **Is the request for whole research community?**
      - Yes
      - **RISST Reviews Request and whether there are additional stakeholders. (Group Meets First and Third Thursday of the Month)**
      - **More Information Required**
        - **Denied**
        - **Approved**
        - **Stakeholder Assigned and Details Discussed to bring back to next Prioritization Meeting**
      - **Priority Assigned**
        - **High = Patient Safety, Off Bundle Delivery to PRD**
        - **Medium = Standard Bi-Monthly Bundle Delivery**
        - **Low = Nice to have, Will be done as teams have time to accomplish**
      - **Researcher Informed**
      - Stakeholder Assigned and Details Discussed to bring back to next Prioritization Meeting
        - **Project Manager Assigned**
  - **The IT Executive Suite reviews any project projected to take more than 100 hours of work. (Weekly Meeting)**
    - **More Information Required**
      - **Denied**
      - **Approved**
      - **Stakeholder Assigned and Details Discussed to bring back to next Prioritization Meeting**
      - **Project Manager Assigned**
  - **IT Managers**
    - **Managers Review Prioritized task list and assign resources. Since different HIS Teams are involved different those requests involving multiple teams require more time and planning. (Weekly Meeting)**
      - **No Resource Available**
        - **Researcher Contacted as needed to clarify requirements, review ongoing build, provide final approval for completed build**
      - **Resource Assigned**
      - **IHIS Build Complete**
        - **Build Moved to Testing Environment and Tested according to standards determined for all production ready build**
        - **Bi-Monthly Bundle Identified to have new build moved into Production. (Change Control Approval required prior to move.)**
      - **Build Moved to Production. Post Production move testing required for verification of successful move**
      - **Upon study completion build removed from IHIS.**

**FLOW LEGEND**
- User action
- System action