AGENCY CONTACT MEMORANDUM #2015-0601

To: Agency IT Leadership, Technical Contacts

From: James M. Fowler,
Chief Information Officer

Date: June 12, 2015

Subject: CIO 101 - Enterprise Release Management Policy

A new enterprise policy has been created to outline the procedures that should be followed when making changes to a production software application.

Production software applications are dependent upon IT infrastructure supported by our agency. As the interdependency between applications and infrastructure has grown in recent years as a result of Executive Order 2012-880, the need for a strong release management policy is necessary to ensure the stability of both the applications that serve the citizens and businesses of the Commonwealth and the infrastructure on which they reside.

The policy, CIO 101, details prerequisites and procedures that must be followed to ensure all software application updates are reviewed and implemented in a rational and predictable manner. Please take time to thoroughly review the policy and addendum attached to this email and share the information with applicable staff.

While the policy does not detail every step required for promoting a change to production, it details the common requirements necessary to ensure the most efficient release management possible.

If you have questions or need additional information about CIO 101, please contact Sean McClure, information systems manager at Commonwealth Office of Technology, at (502) 782-9597 or Sean.McClure@ky.gov.