

## Development Change - Launch Plan

This form is to be used for documenting the promotion of code from the development/test environment to the production environment for all web sites hosted within the PCI compliant network.

What web site is this change for?

[SITE NAME]

Please provide detailed instructions regarding the copying of files along with any other changes required to complete this request.

### Step 1. Pre-Launch Task Checklist.

1. Ensure backup is available (shadowcopy etc.)
2. If backup is not available make backup of site.
3. Turn off replication if multi-server and appropriate
4. Turn off any affected tasks

### Step 2. Database Changes

[ADD QUERY]

### Step 3. Any Modifications to Web.config?

N/A

### Step 4. File Changes

Please copy the following files to the live site from

[\\CL-ECOM-4WB04\wwwroot\beretta-testing.com](#) [UPDATE SITE PATH]

\web\modules\store\checkout.aspx [UPDATED FILES/DLLs]

### Step 5. Are there any modifications that should be made directly via admin?

N/A

### Step 6. Post-launch checklist

1. Turn on and manually run any tasks to ensure operation.

2. Turn on replication after verifying functionality.
3. Verify that site works and is taking orders (if applicable)

Please provide instructions for removing all test data, custom application accounts, usernames and passwords that were used in testing that should be removed upon the code going into production.

**N/A**

Does this require any third-party software to be installed on the server? If so, please provide details below

**N/A**

In the event this change caused an issue for reliability or security on the network, please provide detailed instructions required to back out of the change.

**N/A**

Please detail all other applicable information for the change not covered above:

**N/A**