

NUMBER: ACAF 7.05
SECTION: Academic Affairs

SUBJECT: Data Change Notification

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Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Donald J. Greiner
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I. Policy

The University, through its custodians of official University databases and through its administration of Computer Services, shall provide advanced and adequate notification of any proposed changes in shared user files and programs, database structure and content, and other changes to data or data access that affect various units of the University.

II. Procedure

Introduction

Since databases and data sets are widely shared among USC mainframe users, it is essential that proposed changes in the structure of data bases, the definitions and expansions of data sets and code sets, the layout and presentation of transaction screens, and other modifications of shared-user files and programs be subject to (a) adequate prior examination of the ramifications of the proposed changes, and (b) systematic notification of affected users once the change has been approved or instituted (as appropriate).

The following policy is to serve as guidelines for data change proposals.

A. Initiation of a data change

Any proposal for data change or addenda to a previous request must be initiated as a written work request submitted to Computer Services (CSD) in a standard format, specifying

1. the change or changes proposed;
2. the data base/data set(s)/transaction screens/etc. to be modified;
3. the categories and numbers of users concerned who should be consulted in evaluating the proposal and those who would be affected if the changes are instituted;
4. the target date for the implementation of the proposed modifications.

B. Identification of affected users/programs

The proposer of the data change and CSD staff are jointly responsible for identifying the

users and programs that would be affected by the change. The data owner in many cases could identify the primary users. The work request will be circulated among CSD supervising managers to permit coordination with related projects (proposed or approved), and feedback from both CSD staff and primary users as to the ramifications of the requested change should be considered before a final decision on the project is reached.

C. Notification of changes

The manner and extent of notification of data changes will vary with the category and the population of users affected. The channels of communication chosen should be appropriate to the range of users and the impact of the change on users. If all affected users are involved in the analysis and approval of the changes, no further notification may be needed.

1. System changes--routine notification of all CSD personnel is current practice within that division.
2. Transaction screens--all permitted users of the affected screen(s) should be notified prior to the update.
3. Data sets--all permitted users of the affected data set(s) should be notified prior to the update.
4. Production reports--all area contacts listed for distribution should be notified prior to the update.

D. Implementation of changes

The project manager should notify the requestor upon completion of the change.