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|  | THE UNIVERSITY OF BRITISH COLUMBIA (CBM, *Academic Systems, UBCIT*) |

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| **Requirement 6: Develop and maintain secure systems and applications** | |
| **Question**  **6.4a Are change control procedures followed for all system**  **and software configuration change?**  **6.4b Do change control procedures ensure the following?**  **6.4.1 Documentation of impact?**  **6.4.2 Management sign-off by appropriate parties?**  **6.4.3 Testing of operational functionality?**  **6.4.4 Back-out procedures?** | |
| **Date of Issue:**  *August 1,2010* |

**PURPOSE**

The purpose of this document is to specify procedures for PCI Compliance requirement 6.

**POLICY**

These procedures relate to university policy 106 (Access to and Security of Administrative Information), and section 5 (PCI-DSS Requirements) of UBC’s Information Security Manual.

**PERSONNEL INVOLVED**

Academic Systems Support

**CONTACT INFORMATION**

For procedure enquiries, please contact:

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**PROCEDURE**

1. Other than hot fixes and patches, all other changes to CBM are being delivered through project delivery process.
2. Therefore, CBM releases goes through release gate review period where a release gate document has been put together by the project team specifying all changes and features that are part of this release. The document submitted to the Academic Systems Support and all parties in the project will review and sign-off different sections of the document.
3. Release Gate document captures development requirements, system level testing efforts as well as user testing sign-off. This document also captures all technical details regarding new changes, and it includes a back out procedure in case the release is unsuccessful.
4. Academic systems support has a window of time to review and also further test the application prior to the release.

**REVISION HISTORY**

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| **Date** | **Details of Change** | **Changed By** | **Approved By** | **Title** |
| (*Insert Date*) | (*Initial Version*) | (*Name*) | (*Name*) | (*Approver’s Job Title*) |