



Your Company Name

Production Turnover Approval

Date

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Revision History

Date	Version	Author	Change

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1 Introduction

1.1 Purpose

Production Turnover Approval (PTA) provides a process that ensures changes to the production environment are planned, approved, communicated, tested, executed, and reviewed in a systematic, efficient, and controlled manner. The PTA process is intended to ensure that:

- All systems and code are tested in a quality assurance (QA) manner and the production environment works as planned before being approved and released to production.
- All systems and code are approved by key personnel and groups affected (e.g., developers, testers, business management, and IT management) prior to production release.
- Problems found during production migration are controlled (e.g., rollback procedures are instituted) to ensure the production environment is not adversely affected.

1.2 Project / System Overview

Provide a brief description of the System or Application and the reason for its use if applicable.

1.3 Scope

Provide information about the Production Turnover Approval process, which includes changes to the production environment, e.g.,

- *Server hardware / software*
- *Systems, applications, modules, and databases*
- *Middleware servers / software (such as internet / intranet services, third-party applications, and firewalls)*
- *LAN / WAN hardware / software*
- *Other devices*
- *Workstation / server images*
- *Facilities and other infrastructures*
- *Associated procedures and processes*



- *Internal or external interfaces.*

2 Production Turnover Approval Request

Provide project and/or system PTA request information in the following table.

Topic	Description
Request Date	
PTA Requester's Name and Contact Information	
Project or System Number	<i>Include associated numbers, if any</i>
Project and/or System Name	
Application and/or Module Name, if any	
Device Service Type and Name, if any	
PTA Type	<i>e.g., Major, minor, significant, emergency and whether a new or deleted system, upgrade, fix, patch, relocation, configuration modification</i>
Approval Priority	<i>i.e., Urgent, high, low, normal</i>
Project Manager's Name and Contact Information	
Requested Production Turnover Date and Time	
Project / System / Application Description	
Turnover Risk	<i>i.e., High, medium, low</i>
Associated Files, if any	<i>i.e., File name and date</i>
Fix Change Information, if applicable	<i>Provide root cause analysis and solution</i>
Other Relevant Information	



3 Approval and Signoff

The following table displays approval information.

Role	Approver	Date and initial	Comments
<i>Program Manager</i>			
<i>Product Managers</i>			
<i>Business Management</i>			
<i>IT Infrastructure</i>			
<i>IT Development</i>			
<i>Change Control</i>			
<i>Migration Team</i>			
<i>Vendor</i>			
<i>User Acceptance Testing</i>			

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