Tennessee State University
Request and Approval: Move to Production Request Form

Section 1. Information.	To process your request, all information must be complete. Please print or type.

Requestor's Name:

_____   _____   _____
[last]   [first]   [middle]

Phone: _____   **Department / Office**   _____

Email: _____   **MTP required by date ***   _____

* Please note:

Section 2. Request: memorandum of understanding. All lines must be completed.

☐   I understand that the move to production process has the following requirements:
- testing
- functional sign off
- management sign off
- DBA team review / sign off
- Documentation on release, scripts, run instructions, and back out procedures are attached.

_____ (initial here) The requesting technical or functional lead has verified.

☐   I have the following special request(s) related to this MTP (explicitly defined requirements not in the packaged documentation, etc.): None

Provide any additional details below:

Item
_____

_____

Attached product documentation, including scripts, for detailed review:
_____

Section 3. Required signatures: Obtained from affected area – e.g. HR / Payroll / Finance

_____   _____
Requestor   Date

_____   _____
Human Resources Functional Lead   Date

_____   _____
Finance Functional Lead   Date

_____   _____
Financial Aid Functional Lead   Date

_____   _____
Student Functional Lead   Date

_____   _____
Advancement Functional Lead   Date

_____   _____
Information Systems Manager   Date

_____   _____
Database Administrator (Implementation)   Date

_____   _____
Database Administrator   Date