Configuration Change Request

715elmp02.blackmesh.com Date: 09/29/2017

Pre Changes 09/29/2017

1. The portion of the website that will be impacted by the change.
   see list of changes
2. Requestor and request date
   Mike Sponseller September 28th 2017 via email
3. Need or rationale for change
   CSS errors and site fixes
4. Description of the requested change
   see list of changes
5. Test plan for ensuring the change doesn't break the system. This will also identify who will perform the testing. Approver and approval date.
   see website test plan

Date / Time to perform changes

- 09/29/2017 work on to Development Site
- 10/02/2017 testing and release to production upon successful testing

Pre Change Steps on Development Site

- ☐ We will work with Tabrie Cook to ensure that changes are tested and correct
- ☐ Receive confirmation from team to proceed with CMR
- ☐ Request snapshot from Blackmesh
- ☐ Confirm snapshot
- Create local backup of sites / databases
    - ☐ ssh into server and run /home/gbosen/backup.sh
    - ☐ confirm local backups from gitlab

List of changes made on Dev to be published to Prd. These changes are all detailed in the "inl website review.pdf". The numbers correlate with the numbers in the document.

- ☐ 1. Fix the CSS for the menu
- ☐ 2. Fix links
- ☐ 3. Properly theme non-link bullets
- ☐ 5. Article links to itself in the footer
- ☐ 6a. Convert doc to pdf
- ☐ 6b. Fix missing links
- ☐ 7. remove/find new link
- ☐ 8. fix banner images that are too small
- ☐ 9a. Fix images that are too large
- ☐ 9b. Implement responsive images into theme templates
- ☐ 10. Remove backup files from docroot

Test Plan

- ☐ 1. Work with Tabrie Cook to ensure the changes have been made and are functional.

Change Steps from Development Site to Production Site

- ☐ push the ekpublish button
- ☐ wait approx 5 minutes and check the production site

Post-Changes

1. Website Test Plan (gravis tech)

- ○ ☐ load hosted VPN'ed sites in web browsers
- ○ ☐ load hosted (non VPN'ed) site in web browser
- ○ ☐ check each change on IE, Edge, Chrome, Firefox. If any deviation from the Dev site, make note and determine severity. Roll back if critical severity.
2. Obtain INL sign-off that changes are completed.
3. Update Current Configuration
4. Notify Users that changes are complete

Roll Back Plan

- ☐ Determine severity of rollback necessary (local backup recovery or site wide backup recovery)
- Local rollback recovery
  - ○ ☐ Extract backup to /var/www/caesenergy_recover
  - ○ ☐ Create new database
  - ○ ☐ Extract /var/www/caesenergy.org/inl_case.sql to new database
  - ○ ☐ Change wp-config.php to use new database
- Server wide rollback recovery
  - ○ ☐ Request rollback to snapshot from BlackMesh
  - ○ ☐ Confirm snapshot rollback was successful
  - ○ ☐ Login to system via VPN - SSH, etc
- All roll-backs
  - ○ ☐ Create post-mortem documentation with symptomatic issues, root cause analysis, remedies, prevention
  - ○ ☐ Distribute post-mortem to team. Create new CMR as needed to address remedies and prevention