BUSINESS APPLICATION DECOMMISSIONING PROCEDURE

1. PURPOSE

The purpose of this document is to:

- Specify the processes, procedures and templates to be used for assessing business applications, with a view to decommissioning those applications which meet certain criteria.

- Inform and direct application managers, project managers, business analysts and others involved, of the activities that are required to fully decommission an application.

2. SCOPE

The scope of this document is to provide the application Owners and applications decommissioning projects across an agency with the necessary tools (processes, procedures and templates) to allow them to successfully decommission applications.

Decommissioning, for the purpose of this process, is defined by the following criteria:

- The application is no longer in service / providing business functions

- References to the application , as a live system or product, has been removed from all business systems

- All interfacing systems have been remediated so as to properly function without the decommissioned application

- All requirements with regard to record retention and availability of historical records have been fulfilled,

- All costs related to the application have ceased

- All contractual obligations related to the application have been removed

- All hardware (and other infrastructure) has been release

- All stakeholders have been notified that the application is decommissioned

- The application is marked as retired in the business application decommissioning register.

3. APPLICATION DECOMMISSIONING PROCESS

3.1 Process usage

This process covers activities which commonly may be required in decommissioning an application. Similarly, it is likely that all activities do not need to be performed in many cases as the need is determined by attributes of the application being decommissioned; this

should be assessed with stakeholders, guided by the planning checklist, and used as the basis for the project scope.

3.2 Overview

The decommissioning process involves three phases:

1. **Applications Analysis** – in this phase, applications are reviewed and analysed, to

   - Determine whether the application can be decommissioned immediately

   - Determine whether the application can be decommissioned at a future date, once certain criteria and dependencies have been met

   - Collect basic information required to initiate the decommissioning process

   - Obtain key stakeholder agreement regarding the progression of the decommissioning process

2. **Solution Definition (SD)** – this phase, for an application that can be decommissioned, marks the commencement of a project to decommission that application.

   Solution Definition phase is required to analyse the application and to:

   - Re-confirm feasibility of decommissioning an application in consultation with the application manager and business owner

   - Assess the impacts of decommissioning the application and the scope of work required to achieve this.

   - A formal Impact Assessment (IA) should be prepared, wherever significant system impacts are expected.

   - Agree the scope of work (based on Decommissioning Planning checklist) with Application manager and the Decommissioning Program

   - Agree archiving scope with the Records Manager (in accordance with the guideline)

   - Produce a plan and schedule for the decommissioning project

   External vendors may provide input to these documents.

3. **Design & Build / Solution Implementation (D&B / SI) – in** this is the phase, once applications which have been given the Go decision, Application decommissioning activities are performed. This includes:

   - Facilitating cessation of business use of the application

   - Taking the application out of service, once business approval is obtained

   - Performing data and source code archiving as required

   - Developing retrieval solution for archived data, if required

- Removing application and related files and data from all environments (including backups)

- Removing application from all Operational Support Systems

- Ceasing licensing and maintenance contracts

- Retrieving hardware used by the applications

4. DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document contact:

Name:

Designation:

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Doc #	Issue Date	Nature of Amendment	Author
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5. REFERENCES

Victorian Auditor-General's Report, *Financial Systems Controls Report: Information Technology 2014–15*, October 2015, www.audit.vic.gov.au/publications/20151007-Financial-Systems-IT/20151007-Financial-Systems-IT.pdf (viewed November 2015)

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IBM, Application Decommissioning: How to help our clients to reduce cost and complexity, March 2013 (viewed November 2015)

Queensland State Archives' <u>resources and guidelines to assist in managing recordkeeping obligations associated with the decommissioning of business systems</u> (viewed May 2016)

Californian Government Office of Systems Integration Best Practices <u>resources on system decommission</u> (viewed May 2016)