**Change Validation in Production IT/PPS No. 04.20**

**Enterprise Resource Planning Issue No. 4**

**(ERP) Application Effective Date: 03/02/2023**

**Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Associate Vice President, Technology Resources**

**POLICY STATEMENT**

Texas State University is committed to following proper procedures and industry standards pertaining to the validation of production enterprise applications.

1. **BACKGROUND INFORMATION**

01.01 This policy outlines the processes Division of Information Technology (DOIT) staff will follow for validation of production enterprise resource planning (ERP) applications after system changes (e.g., upgrades, patching, other major changes) have been completed.

01.02 The application owner will ensure business roles in the production ERP application are adequately controlled and granted only to users requiring the business role.

01.03 Post-test validation in the production ERP application is the responsibility of the application owner possessing the appropriate authorized roles to perform this function in the production ERP application.

1. **DEFINITIONS**

02.01 Application Owners – university staff who have been given the necessary privileges to provide the day-to-day oversight of the application in question.

02.02 Testing – the act of ensuring that any changes made to the application have been vetted in a non-production ERP application and perform as expected.

02.03 Validation – a quality assurance check that the previously-developed and tested modifications function correctly in the target production ERP application, ensuring the targeted application is not adversely affected.

1. **PROCEDURES FOR VALIDATION IN PRODUCTION ERP SYSTEMS**

03.01 The application owner is responsible for coordinating the validation of application changes in production ERP applications. DOIT staff will assist as needed but will not use privileged role delegation in validation activities.

03.02 The application owner will coordinate with DOIT staff to authorize production use of the system upon successful validation of the production ERP application.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Associate Vice President, March 1 EY

Technology Resources

Vice President for Information March 1 EY

Technology

**05. CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individuals in their official capacities and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Associate Vice President, Technology Resources; senior reviewer of this PPS

Vice President for Information Technology