
Environments and Configuration Management Working Group (EWG) Terms of Reference (Level 4)

The EWG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

1.1 EWG Role

The EWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group. The EWG’s role is to define requirements regarding the use of environments for the successful testing and delivery of the MHHS solution.

1.2 Purpose and Duties

The EWG’s purpose is to shape the various environments, including:

- Management and tracking environment builds, and associated reference data
- Planning and allocation in the use of environments for relevant participants, including user access permissions and control
- Maintenance, availability and monitoring of environments, including the specification of back-ups, exports, refreshes or roll backs
- Controlling deployments into environments, including data configuration, version control and release notes
- Tracking and coordination in the resolution of environment issues
- Considering the environment requirements for the SIT, UIT, Pre-prod and Production
- Excludes PIT environments provision and management but will cover the provision of Simulators, Emulators and Test Data Generation tools for participant PIT

1.3 Decision Making

The EWG will report their output to the TMAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the EWG is unable to reach a consensus on a decision delegated to them by TMAG the matter will be escalated to the TMAG.

1.4 Membership

MHHS Test Architect (Initial Chair).

MHHS Client Test Manager.

MHHS Environments Manager (Ongoing Chair).

MHHS LDP SI Test Management.

MHHS LDP SI Test Data Manager.

MHHS Programme Management Office (PMO).

The EWG meeting is open to all, however EWG attendees should be participant Test Managers, Test Environment Managers, or industry subject matter experts.

1.5 Objective

EWG will initially shape the Environment Approach & Plan, tracking the initial plan for building each environment, identifying environment owners for each participant, the method by which environment deployment and usage is planned, and strategy for maintenance and issue resolution.

To ensure timely reporting of Environment and Configuration deliverables to the TMAG for approval where required. To identify and escalate any issues whereby a consensus cannot be reached to the TMAG.

1.6 Scope, Deliverables, Roles and Responsibilities

EWG's scope is to develop and maintain the Environment, Configuration and Release Management strategy.

The MHHS Environment Manager will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

EWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points.

EWG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the EWG.

Matters pertaining to the building and completion of each test environment will be raised and discussed.

Matters pertaining to environment availability will be discussed and tracked. These include, but not limited to issues, downtime, maintenance, and upgrades.

Matters pertaining to environment usage such as, planning deployments and defining testing timeframes will be discussed and coordinated.

Matters pertaining to all relevant environments for all MHHS Programme testing phases except PIT

Matters pertaining to the management, maintenance, allocation, and coordination of environments required for the MHHS solution will be discussed at EWG.