

Subject: Production change freeze - core financial systems (17 June to 10 July)

Hi all,

ELT has approved a company-wide production change freeze from COB 17 June to 10 July to allow the Finance team to focus on EOFY activities while protecting the production environment.

Here's what you need to know to play your role in this freeze.

Please follow the steps below to minimise operational risk and maintain BAU stability during the busy EOFY period.

Stop work on changes to core systems between 12 June and 10 July unless ELT approves your project as an exception. This means halting the following five activities:

1. Non-critical and significant BAU configuration that has an impact on multiple teams
2. Setting up new portfolios, unless you have gained permission for a critical exception
3. Changes to new Openlink scripts
4. Maintenance releases
5. Deployments into production for core financial systems

Seek ELT approval for any critical changes under this category between 10 June and 17 July.

Continue using systems that support essential EOFY activities during the change freeze. This includes the following five activities:

1. Change initiatives that have already been approved by the ELT and are currently being built and tested in lower environments
2. New instrument setup and associated rate sourcing and curve configuration
3. Minor configuration changes that only impact a single team and categorised as BAU
4. EOFY configurations critical for client statements and accounting accruals
5. Scheduled server / desktop / network patching and maintenance

Please call me if you are unsure whether a particular activity is part of the freeze or not.

Thanks for your support.

Mary