

DOP to implement new HRMS Release Management process

1. What is Release Management?

Release Management is the process of planning, creating, testing, and implementing software releases.

Applications like the Human Resource Management System (HRMS) are frequently updated to meet new legal, technical, and business requirements. These updates, or “new releases,” often require system downtime, and can affect user procedures or business processes.

The HRMS Release Management process will combine several approved changes into each release. Releases will occur at regularly scheduled intervals, rather than implementing each change separately as it is completed. This process is similar to the updates that Microsoft provides for Windows and Office products.

2. How will the HRMS Release Management process affect the users?

The way agencies currently request HRMS changes will remain the same. The HRMS Release Management process will reduce system changes (releases) from about eight times per month to once per month. Emergency and exception changes may occur outside the scheduled release. DOP will send communication for each change or release.

3. When will the Release Management Process schedule be released?

DOP will post the HRMS Release Management schedule at <http://www.dop.wa.gov/payroll/Calendars/Pages/default.aspx> and notify HRMS users when the schedule is available.

4. Where can I get more information about HRMS Release Management?

If you have questions about the new Release Management Process, contact the DOP Service Center: **Phone:** (360) 664-1960 or 664-6400; **Toll Free:** (877) 664-1960.
Email: servicecenter@dop.wa.gov