

## ECM/Imaging 12-Month Patch/Upgrade Cycle

	VENDOR RELEASES	PROD	TEST 1 <sup>st</sup> Wednesday of every month	DEV Rapid Vendor releases	SCHEMA Long term development	BUSINESS ACADEMIC	
January	○		* Refresh ① Upgrade Day 10			Spring Semester Begins Campus Change Freeze ECM Team Work Freeze UGRD 2/1 Apps Fall Final Decision	January
February		† Upgrade Week 2 ②		† Patch Sanitize Opt-Out Week 2	‡ Sanitize Opt-Out Week 2	UGRD 2/6 Doc Submission Deadline	February
March			Refresh TEST ConvXfer Patch	Upgrade ③ Refresh Sanitize	Upgrade ④ Refresh Sanitize	FinAid App Deadlines/Decisions	March
April	○	PROD ConvXfer Patch	Refresh			UGRD Transfer Apps	April
May			Refresh	Patch		Grad School Warrants Spring Semester Ends Campus Change Freeze	May
June			Refresh	Patch		AP FY Year-End Close Out SOAR	June
July	○		Refresh ① Upgrade Day 10			AP Finalize FY SOAR ECM Team Work Freeze	July
August		Upgrade Week 2 ②	TEST ConvXfer Patch	Patch Sanitize Opt-Out Week 2	Sanitize Opt-Out Week 2	Campus Change Freeze	August
September		PROD ConvXfer Patch	Refresh	Upgrade ③ Refresh Sanitize	Upgrade ④ Refresh Sanitize	Fall Semester Begins UGRD 10/1 Apps Spring Final Decision;	September
October	○		Refresh			UGRD Peak CommApp Doc Receipt; UGRD 11/1 Apps Fall Early Decision	October
November			Refresh	Patch		UGRD busiest month	November
December			Refresh	Patch		Grad School Warrants Fall Semester Ends Campus Change Freeze	December
January	○		Refresh ① Upgrade Day 10			UGRD 2/1 Apps Fall Final Decision ECM Team Work Freeze Spring Semester Begins	January

Circled numbers ① indicate patching sequence \* Copy PROD database/OSM † Software installs. ‡ Deletion of OSM documents