

MMP MAINTENANCE AND RELEASE SCHEDULE				2022												2023												2024												2025												
1	Product Release Process		Module	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	1	Pre-Release	All	Release				22.1				22.2				22.3				23.1				23.2				23.3				24.1				24.2				24.3				25.1				25.2				25.3
	2	Release	All	Release				22.1				22.2				22.3				23.1				23.2				23.3				24.1				24.2				24.3				25.1				25.2				25.3
	3	Post Release	All	Release				22.1				22.2				22.3				23.1				23.2				23.3				24.1				24.2				24.3				25.1				25.2				25.3
2	Security Issues Process		Module	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
		MMP Roles Management (Roles and Permissions Audit, Roles Notifications, Assigned Staff Roles)	All	Annual																																																
	2	System Workflows	All	Release																																																
	3	System Workgroups	Sourcing, Contracts+	Even Years																																																
	4	Supplier Changes (MMP Supplier Access Request Form (SARF), Supplier Short/Long Form)	Supplier	Even Years																																																
	5	System Administration (Module Configuration and Unplanned System Outages)	All	Annual																																																
	6	System Administration (System Emails and Other Communications)	All	Odd Years																																																
	7	ServiceNow & Jaggaer Ticket Process (Break fix, Maintenance, Enhancement)	All	Annual																																																
	8	ServiceNow & Jaggaer Ticket Process (Role Request and Access)	All	Annual																																																
	9	Audits (External and Internal Audits)	All	Annual																																																
3	Business Tools Process		Module	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	1	Forms (ARF, SRF, NSRF)	All	Odd Years																																																
	2	Contracts+ Libraries (Templates, Clause, Obligations and Custom Fields)	Contracts+	Annual																																																
	3	Sourcing Templates, Libraries and Custom Fields	Sourcing	Annual																																																
	4	Catalogs	ePro	Release																																																
	5	Virtual Cards	ePro	Even Years																																																
	6	User Guides	All	Even Years																																																
	7	ServiceNow Form and Portal	All	Annual																																																
4	Integration / IT Requirements Process		Module	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	1	MMP Module Integration	All	Release																																																
			ePro, Contracts+, Supplier																																																	
	2	Workday Integration		Release																																																
	3	Other Integration (Docusign, Word App)	Contracts+	Release																																																
5	MMP Governance		Module	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	1	MMP Governance and Change Process	All	Odd Years																																																
	2	MMP Support Staff Model	All	Odd Years																																																
	3	MMP Tier Support Validation	All	Annual																																																