MMP Maintenance and Release Schedule (2024)

MMP MAINTENANCE AND RELEASE SCHEDULE

#		Item	Module	Frequency	2025 (months 1–12)	2026 (months 1–12)	2027 (months 1–12)
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	Pre-Release	All	Release	25.1 … 25.2 … 25.3	26.1 … 26.2 … 26.3	27.1 … 27.2 … 27.3
	2	Release	All	Release	25.1 … 25.2 … 25.3	26.1 … 26.2 … 26.3	27.1 … 27.2 … 27.3
	3	Post Release	All	Release	25.1 … 25.2 … 25.3	26.1 … 26.2 … 26.3	27.1 … 27.2 … 27.3
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	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 (Supplier Short/Long Form)	Supplier	Even Years			
	5	System Administration (Module Configuration and Unplanned System Outages)	All	Annual			
	5	System Administration (System Emails and Other Communications)	All	Odd Years			
	6	ServiceNow & Jaggaer Ticket Process (Break fix, Maintenance, Enhancement)	All	Annual			
	6	ServiceNow & Jaggaer Ticket Process (Role Request and Access)	All	Annual			
	7	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	Forms (ARF, SRF, NSRF)	All	Odd Years			
	2	Contracts+ Libraries (Includes Templates, Clause, Obligations and Custom Fields)	Contracts+	Annual			
	3	Sourcing Libraries (Includes Templates and Custom Fields)	Sourcing	Annual			
	4	Catalogs	ePro	Release			
	5	Virtual Cards	ePro	Annual			
	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	MMP Module Integration	All	Release			
	2	Workday Integration	ePro, Contracts+, Supplier	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	MMP Governance and Change Process	All	Odd Years			
	2	MMP Support Staff Model	All	Odd Years			
	3	MMP Tier Support Validation	All	Annual			