

TABLE OF CONTENTS

1	PURPOSE	2
2	AUDIENCE	2
3	SCOPE	2
	3.1 In Scope.....	2
	3.2 Out of Scope.....	2
	3.3 Deviations	2
4	PROCEDURE	3
	4.1 Perform Retirement Planning.....	4
	4.2 Execute the Retire Plan	5
	4.3 Summarize the retire plan execution.....	6
5	ROLES AND RESPONSIBILITIES	7
6	DEFINITIONS	8
7	RECORD RETENTION AND MANAGEMENT	9
8	SUPPORTING REFERENCES	9
9	REVISION HISTORY	9
	APPENDICES.....	10
	APPENDIX A ELEMENT DEFINITIONS.....	10
	Retire Plan	10
	Retire Summary.....	10

1 PURPOSE

This document describes the procedure for performing the Retire phase of the IT Solution Delivery Lifecycle (SDLC) in accordance with *SOP-0022 Service and Solution Lifecycle Management*.

2 AUDIENCE

This procedure is intended for IT personnel (colleagues, contractors and vendors) who participate in SDLC retirement activities.

3 SCOPE

3.1 In Scope

This procedure applies to approved retirement of solutions from IT supported and controlled environments.

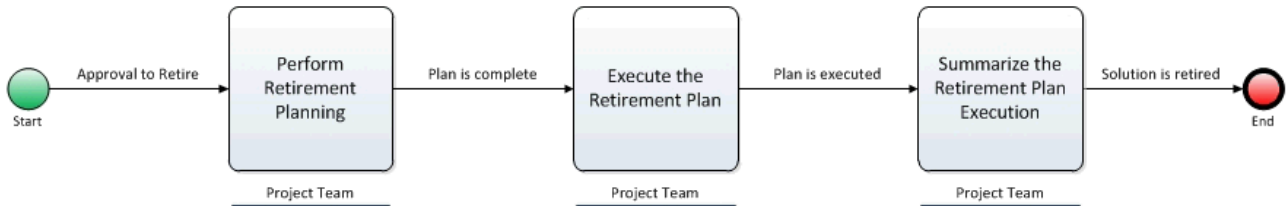
3.2 Out of Scope

- Technology that does NOT reside in a IT supported and controlled environment. Examples of these environments may include: proof of concept, proof of technology, new installation (product, server, system) for evaluation, sandbox environments, development environments and vendor-supported environments.
- Changes to existing solutions. Changes are governed by *SOP-0839 IT Change Management*. The Change Management procedure is invoked when an SDLC solution is removed from a IT supported and controlled environment.
- Infrastructure Retirement

3.3 Deviations

Unplanned or planned deviations from this SOP will be reported and managed following *SOP-0890 IT Compliance Event Management*.

4 PROCEDURE



The SDLC Retire Phase ensures that required data, per *our Enterprise Records Retention Schedule (ERRS)* or the *Legal Hold Listing*, are archived according to established standards or procedures. It also ensures that any archived data can be retrieved in a timely manner and in a human readable format to support regulatory, audit, legal, or business inquiries for that data.

4.1 Perform Retirement Planning

Process Step Inputs:		
<ul style="list-style-type: none"> • Approved retirement project • Solution Compliance Risk Rating (from Compliance Risk Profile) 		
Step #	Actions	Roles Involved
4.1.1	Use the Solution's Compliance Risk Rating to determine the appropriate quality authority (BUQA, BTQA, or none) to be engaged.	Project Team
4.1.2	Determine how the Retire Plan and Retire Summary will be documented and identify the required approvers: <ul style="list-style-type: none"> • The Business Unit and Technical Unit are required approvers for all retirements • BTQA must approve if the Compliance Risk Rating is medium or high • BUQA must approve if the solution's CRP indicates a GMP domain; additionally, the Quality Authority at each site or region must approve. 	Project Team
4.1.3	Document the Retire Plan per Appendix A. Also include requirements, activities and/or elements as appropriate to the project from: <ul style="list-style-type: none"> • <i>SOP-0959 IT Asset Lifecycle Management</i> • <i>SOP-0059 IT Data Protection Management</i> • <i>SOP-0897 IT Configuration Management</i> • <i>SOP-0958 Disaster Recovery Management</i> • IT Security procedures 	Project Team
Process Step Outputs:		
<ul style="list-style-type: none"> • Approved Retire Plan 		

4.2 Execute the Retire Plan

Process Step Inputs:		
<ul style="list-style-type: none"> Approved Retire Plan 		
Step #	Actions	Roles Involved
4.2.1	Execute Retire Plan. Note that data transfers between information systems must be completed according to the following: <ul style="list-style-type: none"> The transfer process is tested prior to use; The transferred data is verified for completeness and accuracy Duplicate copies of data used in a data transfer between information systems must be rendered unusable when they are no longer needed.	Project Team
4.2.2	Confirm the solution components to be retired are in the Configuration Management Database (CMDB).	Project Team
4.2.3	Notify PAST (for all non-PGS data) or PGS IT Archival Team (for all PGS data) of solution to be retired with data to be retained.	Project Team
4.2.4	Coordinate or perform any data archival activities, if archival is required.	Project Team, PAST, PGS IT Archival Team
4.2.5	Coordinate and perform any removal activities for software and/or hardware.	Project Team
Process Step Outputs:		
<ul style="list-style-type: none"> Documentation and completed activities as required by the Retire Plan 		

4.3 Summarize the retire plan execution

Process Step Inputs:		
• Documentation and completed activities as required by the Retire Plan		
Step #	Actions	Roles Involved
4.3.1	Document the Retirement Summary per Appendix A.	Project Team
4.3.2	Update CMDB for all assets.	Project Team
4.3.3	Remove hardware from service as required to ensure data and software have been erased and hardware has been destroyed or repurposed.	Project Team
Process Step Outputs:		
• Retire Summary		
• Updated CMDB		

5 ROLES AND RESPONSIBILITIES

Role	Responsibility
Project Team	<ul style="list-style-type: none"> • A collaboration between the functional roles, Business Unit, Technical Unit, BTQA and BUQA (depending on the need of the project). • Plan, execute and summarize retirement activities.
IT Quality Assurance (BTQA)	<ul style="list-style-type: none"> • Review and approve elements to ensure regulatory and procedural compliance when solution's Compliance Risk Category is medium or high. • Identify when it is appropriate to seek input from other quality organizations, Financial Control Team (FCT), or other Corporate Compliance Organizations, such as the Global Privacy Office.
Business Unit	<ul style="list-style-type: none"> • Review and approve elements to ensure the solution meets business requirements. Ultimately accountable and responsible for the solution.
Business Unit Quality Assurance (BUQA)	<ul style="list-style-type: none"> • Review and approve elements to ensure regulatory and procedural compliance when solution's CRP indicates GMP impact. • If BUQA authority is assigned to another group or person, this must be documented in the roles and responsibilities section of the Plan.
PGS IT Archival Team	<ul style="list-style-type: none"> • Defines archival technical requirements. • Performs electronic archival of data. • Retrieves archived data and ensures that it can be retrieved throughout the remainder of the retention period. • Deletes data at time of destruction after notification from eRIM or IT Compliance.
eArchive Service Team	<ul style="list-style-type: none"> • Provides a centralized resource to ensure our inactive electronic record assets are classified, stored safely and securely, and can be retrieved throughout the remainder of their retention period.
Technical Unit	<ul style="list-style-type: none"> • Review and approve elements to ensure the solution meets technical requirements.

6 DEFINITIONS

Refer to the Information Technology (IT) Glossary for definitions of terms used in this procedure.

Term/Acronym	Definition
IT supported	IT Supported refers to any business technology configuration items that are directly managed/delivered by IT , or indirectly managed/delivered through a partner/supplier under IT's contractual control. Such items must be managed/delivered according to IT procedural controls, except for items managed/delivered through a partner/supplier under IT's contractual control where the contract states that the partner/suppliers procedural controls are to be followed instead.
Compliance Risk Profile (CRP)	Solution risk rating from a compliance/regulatory perspective. Includes a Compliance Risk Category of low, medium or high. See <i>SOP-0012 Compliance Risk Profiles</i>
Compliance Risk Category	Part of the CRP; category will be low, medium or high
Controlled Environment	A computer system instance that is supported by IT where no unauthorized changes are applied. Changes to items in controlled environments are managed through <i>SOP-0839 IT Change Management</i> .
Element	Elements in this procedure are activities and documentation that demonstrate that the solution is fit for intended use. Elements are not required to be separate documents, nor is usage of specific templates required. Elements within this procedure may be combined as appropriate, and may also be combined with elements for other procedures such as Change Management and Infrastructure Qualification as long as all element components and approvers are included.
Retention	The process of maintaining records in a secure, accessible and reliable form for a period of time, as set in our Enterprise Records Retention Schedule.
Retire	Configuration Item has been removed and is no longer in service or stock.

7 RECORD RETENTION AND MANAGEMENT

The following company records may be created as a result of executing this procedure. Please refer to the following table for the retention classification of these records, per Corporate Policy (CP) 405, Enterprise Records and Information Management Policy.

Record Name	Retention Classification
Retire Plan	INF 01 05
Retire Summary	INF 01 05

8 SUPPORTING REFERENCES

Record Number	Reference Title
CP 405	Enterprise Records and Information Management Policy
SOP-0022	Service and Solution Lifecycle Management
SOP-0012	Compliance Risk Profiles
SOP-0059	IT Data Protection Management
SOP-0839	IT Change Management
SOP-0897	IT Configuration Management
SOP-0958	Disaster Recovery Management
SOP-0959	IT Asset Lifecycle Management

9 REVISION HISTORY

Version	Author	Date	Revisions
2.0	Lisa M. Krepel	05-AUG-2013	Minor updates to align with Change Management and Infrastructure Qualification: <ul style="list-style-type: none"> • Updated scope • Updated definitions • Updated roles • Updated process flow to follow current standards. • Reformatted to follow current SOP template.
1.0	Martha Holland	17 APR 2012	Minor formatting and grammar corrections, including change of version number above in this table from 1.0 to 0.1.
0.1	Richard Riotto	21 OCT 2011	First Issue.

APPENDICES

Appendix	Appendix Name
A	Element Definitions

APPENDIX A ELEMENT DEFINITIONS

Retire Plan

Component	Characteristics for Consideration
Purpose	To define the criteria, per applicable SOP, that will demonstrate that a solution has been successfully retired.
Scope	Define the boundaries of the retirement effort.
Roles and Responsibilities	Identify the roles responsible for planning and executing the retirement effort.
Identify records in the solution that will require archiving	Based primarily on any regulatory or legal hold in place for the solution data.
Retirement Instructions and Procedures	Determine and document the instructions or procedures that will be utilized to perform the retirement processes.

Retire Summary

Component	Characteristics for Consideration
Purpose	To demonstrate that all criteria has been met, per the SDLC Retire Plan, to retire the solution.
Scope	Identify the Retire Plan execution being summarized.
Summary of Activities and Deliverables	Summarize the completion of all activities and deliverables required in the retirement Plan.
Variations from the Plan	Document any changes from information in associated SDLC Retire Plan. Include justification for each change.
Deviations	Document any activities and results that did not conform to the expectations specified in the related Retire Plan and explain their impact and corrective action.