



**MHHS  
PROGRAMME**  
Industry-led, Elexon facilitated

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# MHHS ADO Training Guide

## Environment Downtime

### #1 Environment Downtime Form

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Document Type - External

September 2023

# MHHS Programme – Environment Downtime Form

## Change Record

Date	Author(s)	Version	Change Detail
22/09/2023	Dean Bailey	0.1	Initial draft
06/10/2023	Dean Bailey	1.0	Updates following SRO review

## Reviewers

Reviewer	Role	Version
Simon Berry	LDP SI Test Support Manager	1.0
Nicola Farley	MHHS Qualification Manager	1.0
Kiran Raj	MHHS SIT Functional Test Lead	1.0

# MHHS Programme – Environment Downtime Form

## Document References

Ref no.	Document name	Published
MHHS-DEL1704	MHHS ADO Training Guide #3 Raising a Defect in ADO	05/03/2024
MHHS-DEL1705	MHHS ADO Training Guide #1 Release Management Form	05/03/2024
MHHS-DEL1706	MHHS ADO Training Guide #1 Executing Test in ADO	05/03/2024
MHHS-DEL1703	MHHS ADO Training Guide #2 Defect Status Overview	06/10/2023
MHHS-DEL1707	MHHS ADO Training Guide #1 Creating Queries and Dashboards in ADO	06/10/2023
MHHS-DEL1736	MHHS ADO Training Guide #1 Environments Downtime Form	06/10/2023
MHHS-DEL 1701	MHHS ADO Training Guide #1 Permissions and Access Requests	06/10/2023
MHHS-DEL1796	Defect and Release Management Lifecycle diagram	06/10/2023

## MHHS Programme – Environment Downtime Form

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To track any planned (or unplanned) environment downtime, a new Work Item has been created within ADO and can be accessed via the Work Items menu.

### **Note**

When a new form is raised, the following fields will not be available for entry. These will be completed following review:

- Downtime Approved
- Outage start time
- Outage end time

This form is not to be used in conjunction with the Release Management form and is only to be used for events such as environment maintenance.

Notifications will be automatically sent to the raiser once any planned downtime has been approved or rejected.

# MHHS Programme – Environment Downtime Form

1. When loading the Environments Downtime form, the 'Name of raiser' field will automatically populate.
2. When all information under the 'Details' section has been entered, the user can save and submit the request by clicking on the 'Save & Close' button, found in the top right-hand corner of the screen.

NEW ENVIRONMENTS DOWNTIME \*

Demo material

Dean Bailey 0 comments Add tag

State Proposed Area MHHS Demo Reason Moved to state Proposed Iteration MHHS Demo

Details

Organisation  
Avanade (DIP)

Outage type  
Planned

Raiser  
Dean Bailey <dean.bailey@mhhsprogramme.co.uk>

Reason for downtime  
Environment maintenance

Environment  
SIT - A (Functional)

Discussion

DB Training purposes.

Planned

Downtime approved  
Outage start time  
Outage end time

Unplanned

Outage start time  
Outage end time


Save & Close

## MHHS Programme – Environment Downtime Form – Mandatory Fields

When first creating the work item, the following fields will be mandatory. This information must be provided before the request can be saved in ADO:

- Organisation
- Outage Type
- Reason for downtime
- Environment

### **Note**

- Mandatory fields can be identified by the  icon.
- It is the responsibility of the user raising a new form to add any relevant impacted teams and/or impacted functionality. It is expected that they also notify any impacted areas for visibility and to reduce any impact to testing and potential lost execution time.