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Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Kay Hall	Reviewing Unit:	Network Services
Title:	System Upgrades for Network Devices SOP		
Description:	This document is the operating standard for upgrading systems for network devices.		

System Upgrades for Network Devices

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the process for upgrading systems for network devices.
2. Scope
 - 2.1. This document applies to network devices with systems, such as switches and routers.
3. Discipline
 - 3.1. Technical Standards
4. Instructions
 - 4.1. On occasion, a vendor will announce a new version of system software.
 - 4.2. When new system software is released, the Network team vets the software to ensure it meets the needs of OMES.
 - 4.3. The Network team uses SolarWinds to identify all the devices using a previous version of the software.
 - 4.4. The Network team logs a Change Management ticket for the sites needing upgraded.
 - 4.5. The Network team remotely deploys the new software to the appropriate devices and then reboots the devices and completes the pre-approved standard change document checklist.
5. Roles and Responsibilities
 - 5.1. Network team
 - 5.1.1. Vets new software to ensure it meets the needs of OMES.
 - 5.1.2. Uses SolarWinds to identify all the devices using the previous version of the software.
 - 5.1.3. Logs a Change Management ticket for the sites needing upgraded.
 - 5.1.4. Remotely deploys the new software to the appropriate devices and then reboots the devices and completes the pre-approved standard change document checklist.