

PROCESS FLOW OF SDC

Steps	Particular	Ownership
1.	User will Approach MPSEDC/SDC to avail MP SDC services	User
2.	MPSEDC will forward the user request to composite team via email/letter	MPSEDC
3.	Composite team along with the DCO will analysis and evaluate the user's request	CT team, DCO
4.	Composite Team to share the formats (I to V) with the user department via email	CT team
5.	User department to provide the complete details via email/letter as per the formats (I to V)	User
6.	Composite team along with DCO and user department would assess the technical feasibility for deployment	CT team, DCO, User
7.	Composite team would send user request to MPSEDC for approval	CT team
8.	MPSEDC would issue a letter of acceptance to the user department along with copy to DCO	MPSEDC
9.	Incase of Co- Hosting	
a.	User to provide security audited application (along with the copy of certificate) for deployment	User
b.	Testing of application in staging area	DCO/User
c.	Deployment of the application in production server	DCO/User
d.	Verification by user department for application running successfully, once FTP & VPN facility extended by DCO	DCO/User
e.	User to provide go-live declaration thru letter (Format-V)	User
10.	Incase of Co-Location	
a.	User/Consultant brings the hardware/devices along with the bill of material (format-IV) & provide same to DCO	DCO/User
b.	Deployment, Installation & Testing of Hardware/Devices in server farm area by the user department/consultant with the help of DCO	DCO/User
c.	User/Consultant verify the installed hardware & intimate its functionality thru email/letter	User
d.	User to provide security audited application (along with the copy of certificate) for deployment	User
e.	Testing of application in Co-Location environment	User
f.	Verification by user department for application running successfully, once FTP & VPN facility extended by DCO	DCO/User
g.	User to provide go-live declaration thru letter (Format-V)	User
11.	User to interact with composite team for any issues/concerns/queries etc via email/letter	User, CT team

