

Aurora Sandbox Agreement

This Aurora Sandbox Agreement is dated as of _____ between University Information Technology Service (UITS) (Party A) and _____ (Party B) for setting up and support of an Aurora sandbox (____.dev.uconn.edu) for custom development.

1. DEFINITIONS

- 1.1. "Sandbox" is a development environment that B needs for custom theme or plugin development.
- 1.2. "PROD" is the production environment where the live Library websites are hosted.
- 1.3. "Scheduled Aurora update" is a scheduled update on Aurora set up by A, normally in every 6-8 weeks.
- 1.4. "Code Audit" is the quality assurance step to review custom code developed by B, before the custom development is pushed onto TEST and then PROD. Details about the Code Audit team and their review process are available at <http://aurora.uconn.edu/code-audit/>.
- 1.5. "Hotfix" is an off schedule update by A to fix issue(s) with centrally supported themes and plugins on Aurora.
- 1.6. "Designated Staff" is a full time staff from B to conduct B's responsibilities described in 2.2. This person will be the primary contact for B that A will work closely with.
- 1.7. "Dean/Department Head Designee" is normally the marketing director for B who's in charge of B's web presence and prioritizes B's web projects. This person could be the supervisor of the designated staff defined in 1.7. He or she will be the secondary contact for B.
- 1.8. "Central Assets" are central themes that A develops and plugins that A develops or purchases for Aurora.

2. RESPONSIBILITIES

2.1. A's responsibilities

- 2.1.1. Set up a sandbox for B within 5 business days after the request is received and the agreement is signed.
- 2.1.2. Release the custom development work, updates and modifications by B from the Sandbox to PROD, without the Code Audit process.
- 2.1.3. Notify B and update the sandbox two weeks before a scheduled Aurora update
- 2.1.4. Update the centrally supported themes and plugins on the sandbox within 5 business days after each hotfix on Aurora and notify B

Aurora Sandbox Agreement

2.2. B's responsibilities

2.2.1. Be responsible for the maintenance and support of the custom development work

2.2.1.1. Test their own upgrades/modifications on the sandbox

2.2.1.2. Test the custom development work against planned Aurora update in the two weeks window mentioned in 2.1.4.

2.2.2. Notify A whenever the designated staff is changed

3. REVISION OR EXPIRATION OF THE AGREEMENT

3.1. Whenever personnel changes happen to the ones who sign on this agreement, A and B will review the agreement and decide whether a new agreement is necessary with correct signatures.

4. ACCESS TO CENTRAL ASSETS

In an effort to promote greater use of central assets, and to reduce wait queues for the Code Audit process, owners of sandboxes have access to view and contribute to the Central Assets.

4.1. **B has read-only access** to the current versions of the central assets on the sandbox

4.2. **B's development team alone** has permission to access these files

4.3. **B may not copy or distribute** these files to anyone outside B's development team

4.4. **B may not add copies** of these files to other WordPress servers

4.5. B should contact A if B wishes to contribute to the development of central assets. Limited access to A's version control will be granted on a case by case basis, as resources permit.

Signatures

UITS CIO Designee
Jila Kazerounian

Dean/Department Head Designee

UITS Web Team Lead
Yi Zhang

Designated Staff