

Release 1.2.3 Plan - QualCo SuperDoc

Date of Plan Creation: Apr 15, 2018

Date of Release: May 1, 2018

Product: QualCo SuperDoc content management service

Release Description: Bugfix for issues REG-43, BUG-45 and BUG-50

Release Personnel:

Name	Department	Job Title	Contact
Carla Torres	QA	Tester	ctorres@qualco.com
Alice Smith	Operations	Ops Specialist	asmith@qualco.com
Bob Doe	Development	Release Engineer	bdoe@qualco.com

Pre-Release Steps

Step Number/Name	Description	Completion Date	Signed Off By
(1) Create Release Plan Doc	Create an initial document to be shared with all QA, Ops and Development personnel	Apr 15, 2018	Carla
(2) Have Go/No Go meeting	Hold meeting before release date to determine whether to release (Go) or not (No Go)	Apr 20, 2018	Bob
(2) Send release notification	Send email informing all QualCo departments of release and release plan details	Apr 20, 2018	Carla

Release Steps

Step Number/Name	Description	Completion Date	Signed Off By
(1) Pre-release notification	Send out pre-release email 10 minutes before release	May 1, 2018	Bob
(2) Create release tag	Select changeset to be released to production and tag it in source control	May 1, 2108	Bob
(3) Code Deployment	Start process to push code to production server instance for release	May 1, 2018	Alice
(4) Server Deployment	Deploy pushed release code to production server	May 1, 2018	Alice
(5) Release Test	Confirm production servers have released code by undertaking release testing	May 1, 2018	Carla

Post-Release Steps

Step Number/Name	Description	Completion Date	Signed Off By
(1) Determine Rollback	If necessary, rollback released code	May 1, 2018	Carla
(2) Send out completion notification	Send email confirming the status of the release, including the release notes	May 1, 2108	Bob