



Release No. :

Date :

Project Name :

Project Description :

Subject Matter Expert : 1.

2.

Release Type : ☐ Beta Release ☐ General Release

☐ Other

Deployment Risk	Impact	Mitigation

Release Urgency ☐ Low ☐ Normal ☐ High

Prepare By :

Date :

Sign	
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Review By :

Date :

Note :

Sign	
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Approved By :

Date :

Note :

Sign

Performed By :

Date of Release :

Note :

Sign	
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Release Review By :

Date of Review

Sign	
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Note :