



Open Source Requirements Management Tool

Release Process

Version 1.8
June 2019

Release Process

Our goal is to provide the best free, open source requirements management tool.

- ⑩ **Useful** (Does most of the things people want to do, 80% of users use only 20% of features.)
(High-end tools try to do everything which makes them hideously complex.)
- ⑩ **Affordable** (Target people who have no money at all, high-end tools are usually expensive.)
- ⑩ **Reliable** (Does what the manuals say it does, doesn't lose data, etc.)
- ⑩ **Secure** (Prevents users from doing things and viewing data they don't have access to using login via username and password.)
- ⑩ **Usable** (Manuals and online help are the fundamental approaches, a proper GUI interface is a huge help, offer a video tutorial.)
- ⑩ **Supported** (The minimum is to provide answers within a couple of days to questions posed in forums which we plan to offer.)
- ⑩ **Updated** (Regular, frequent releases that make osrmt more reliable, secure and usable.)
- ⑩ **Includes code and documentation source** so people can develop their own version if they wish.

We use an incremental, iterative process (lots of little pops as opposed to one Big Bang)

- ⑩ Provide a tool that addresses most of the above attributes at some level.
- ⑩ Improve all the above attributes a bit with each release.

We are delivering a **solution** consisting of:

- ⑩ A reliable, secure, usable tool
- ⑩ Manuals and online help
- ⑩ Regular releases
- ⑩ Support

A **release** consists of:

- ⑩ Source changes (The largest and most important part)
- ⑩ Documentation (Manuals, FAQ, online Help, tutorial, GitHub README, etc.)
- ⑩ Product awareness (website, social media postings, etc.)
- ⑩ Process improvement

We release a new version every two months using the following sequence

FD is "first day of the release cycle"

LD is "last day of the release cycle"

Activity	Duration (days)	Start
Decide what we put in the release	2	FD
Make the source changes <ul style="list-style-type: none"> ⑩ Ensure OSRMT runs on the current version of languages/databases/etc. ⑩ Prevent errors (Static Analysis) ⑩ Fix bugs (DoesNotWork>NotEasyToUse>NotEfficient/Maintainable) ⑩ Add functionality, improve usability based on user feedback Create a single GitHub version	46	FD+2
Create release note Schedule QA date	1	LD-12
Update documentation to reflect source changes Improve documentation <ul style="list-style-type: none"> ⑩ Fix errors, typos, etc. ⑩ Explain troublesome actions and concepts ⑩ Add content Documentation includes: <ul style="list-style-type: none"> ⑩ Release Notes ⑩ Manuals (user, developer, installation) ⑩ FAQ ⑩ Online Help ⑩ Video tutorial ⑩ Website ⑩ GitHub ReadMe and other documents 	7	LD-12
Clean up GitHub (remove ignore, temp files)	1	LD-5
Check that all necessary steps have been completed (Definition of Done)	1	LD-5
Do QA Source <ul style="list-style-type: none"> ⑩ Ensure existing functions still work (use automated tool) ⑩ Find errors in new code Documentation <ul style="list-style-type: none"> ⑩ Technical review ⑩ Proofread 	2	LD-5
Fix errors found during QA	3	LD-3
Create social media announcement Do independent edit/proofread of social media announcement text	1	LD-3
Review mistakes, improve process, update documents <ul style="list-style-type: none"> ➤ Release Process ➤ Product Plan ➤ Mission, Strategy, Vision & Values ➤ Awareness Strategy 	2	LD

📌 Welcome to our Community		
Announce the release via social media (LinkedIn, Facebook, Twitter, etc.)	1	LD