Release DoD and Milestones

> ℹ️ A release milestone is a task of zero duration that shows an important achievement in a release. The milestones should represent a clear sequence of events that incrementally build up until your release is complete.

> ℹ️ Release milestones are release checkpoints. The sprint work will not be affected.
> - Releases initially will be bi-weekly - 10 working days.
> - Milestones represent points in time when certain phases of the release lifecycle will be completed.
> - Milestones can be implemented for any sprint durations.

✅ Definition of Done for Release

- Code Complete.
- Environments are prepared for release.
- All unit & functional tests are green.
- All the acceptance criteria are met.
- QA is done & all issues are resolved.
- All "To Do" annotations must be resolved.
- OK from the team: UX designer, developer, software architect, project manager, product owner, QA engineer, DevOps engineer, etc.
- Check that no unintegrated work in progress has been left in any development or staging environment.

⚠️ Milestones for Release

- **M1** - Release Planning: Backlog Planning, Scope Definition and Target Date.
- **M2** - Feature Development (Sprints).
  - **M2.1** - Release Risk Checkpoint - 4 days before the current Sprint ends.
- **M3** - Deployment on testing and customer feedback.
- **M4** - Bug fixing.
- **M5** - Final Customer UAT.
- **M6** - Production Deployment.

M1 - Release Planning: Backlog Planning, Scope Definition and Target Date

- ☐ Stories / Bugs confirmed for release.
- ☐ Release goal meet schedule - confirmation needed from Dev Teams.
- ☐ Resources confirmed for release.
- ☐ Scope (purpose) of the release.
- ☐ Necessary tasks/activities defined for the release.
- ☐ Confirm freeze date by which time all commits should have been completed

M2 - Feature Development (Sprints)

- ☐ Stories / Bugs assigned to the release have been coded and marked as closed.
- ☐ All tasks associated with committed release backlog have been closed.
- ☐ All CI jobs has successfully passed (verify + merge).
- ☐ All related documentation is updated: known problems, release notes and Jira tasks.
- ☐ Summarize any functionalities that were planned at the release planning and not delivered.

M2.1 - Release Risk Checkpoint

4 days before the current Sprint ends

- ☐ Confirm that the release scope and goal is on schedule.
- ☐ Any issues / risks related to "Go Live" decision to be highlighted.

M3 - Deployment on testing and customer feedback

- ☐ Release branch is created.
- ☐ Release integration testing.
- ☐ All tests have passed.
- ☐ QA sign-off received.
- ☐ Initial customer feedback.
- ☐ Provide list of found bugs.

M4 - Bug fixing

- ☐ All found bugs are fixed and retested.
- ☐ Workaround instructions created for bugs that were not fixed.
- ☐ Integration testing is completed.

M5 - Final Customer UAT

- ☐ Customer performed the UAT testing and given sign-off at their end.
- ☐ Customer confirmed that the release meets the scope and goals.
- ☐ Customer confirmation for deployment to production environment.

M5.1 - Regression Testing and Sanity Check

- ☐ Core functionalities in Sodastream and Client Portal.
- ☐ Verify that user can login and campaign dashboard is loaded.
- ☐ Verify latest campaign can be opened.

M6 - Production Deployment

- [ ] Release notes are available.
- [ ] Support team / individuals resources are confirmed.
- [ ] Post-production deployment test plan is available.
- [ ] Production smoke test completed and passed.
- [ ] Complete communication email sent to stakeholders with the Release Notes and Deployment Report.
- [ ] Hyper care period finished.
- [ ] Release is closed.

M3 - QA Deployment and testing and customer feedback

M4 - Bug fixing

M2 - Feature development

M2.1 Release Risk Checkpoint

M5 - Final Customer UAT

M6 - Production Release

M1 - Planning

Release Milestones