<Date>

**Version <X.x>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text. The author should note that:

* Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.
* Replace instructional text in each section with project specific information.
* Use or modify boilerplate examples of wording and formats for text and tables as appropriate.
* Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, to your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
5. Place Figure captions and descriptions *below* the figure and centered. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.
6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

**SDLC TEMPLATE REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| 1.0 | 11/02/2020 | Created new artifact; reflects FNS Agile SDLC processes and comply with Section 508 standards. |

**SDLC TEMPLATE CONTACT INFORMATION**

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*Complete the below table to track the version history of this document.*

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
| --- | --- | --- | --- |
| x.x |  |  |  |
| x.x |  |  |  |
| x.x |  |  |  |

*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
| --- | --- | --- |
| Area of Responsibility |  |  |
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*List the acronym reference and definition or description for each acronym contained in this document.*

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| Add acronym | Add definition of acronym |
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# Overview

*Provide a high-level description of the changes for the release and the projected and/or actual release date. Copy the over information to Appendix A - <System Name> Production Release History*

<Project Acronym> Release <X.X> is a maintenance release providing updates to existing <Project Acronym> features, corrections for some defects and several Change Request (CR) enhancements. This release was issued <month, day, year>.

# Updates in this Release

*Provide a description of the updates in the current release. Use subsections to break out details such as New Features, Enhancements, Corrections/Issue Resolution, Maintenance or Division updates, updates by user type, updates by module/functionality. Tailor to meet project specific characteristics.*

Release X.X of the <Project Name> application includes the following updates.

## New Features

*Describe any new features included in this release, referencing the change request (CR) number. If none, indicate “none” in this section.*

The below table identifies new features contained in this release by change request number and provides a description of the feature.

Table 1 - New Features

| **CR or Jira No.** | **Description** |
| --- | --- |
| 125 | **Distributed Investigation Items Purchased Report – Detail**   * New report provides detailed information about items purchased for each exhibit within a distributed investigation, such as item type and item description. |
| Insert Info |  |
| Insert Info |  |

## Enhancements

*Describe any enhancements included in this release, referencing the change request (CR) number. If none, indicate “none” in this section.*

The below table identifies enhancements contained in this release by change request number and provides a description of the enhancement.

Table 2 - Enhancements

| **CR or Jira No.** | **Description** |
| --- | --- |
| 10 | **Case Screening Branch Enhancements**  **Bulk NFA on Open Cases**   * New page has been added under the Watch List menu to allow open cases that are associated to eligible FNS numbers to be closed with the following actions: * RFI is cancelled * Action Implemented case event of No Further Action is added with the NFA reason selected by the user |
| Insert Info |  |
| Insert Info |  |

## Corrections/Issue Resolution

*Describe any defect corrections or issues included in this release, referencing the change request (CR) number. If none, indicate “none” in this section.*

The below table identifies defects corrections contained in this release by change request number and provides a description of the correction/issue resolution.

Table 3 - Correction/Issue Resolution

| **CR or Jira No.** | **Description** |
| --- | --- |
| 86 | Case Analysis Document (CAD): New Column on Store Information & Button Fix (IAB Users)   * Various Reports with the “Add to CAD” Functionality - Minor correction to the “Add to CAD” popup box to correct button enabling/disabling after cancelling. * Edit CAD & CAD Template - In the Section III Store Visit, a “Qty” column has been added to the “Highest Priced Items” row. |
| Insert Info |  |
| Insert Info |  |

## Maintenance

*Describe any maintenance requirements included in this release, referencing the change request (CR) number. If none, indicate “none” in this section.*

The below table identifies general maintenance activities contained in this release by change request number and provides a description of the maintenance task.

Table 4 - Maintenance Updates

| **CR or Jira No.** | **Description** |
| --- | --- |
| 5 | **Technical upgrades to supporting software**   * Upgraded JDK to 1.8.0\_261 to address the security vulnerabilities. * Upgraded Apache Tomcat Application server to 9.0.37 to address the security vulnerabilities. |
| Insert Info |  |
| Insert Info |  |

# Known Issues

*Describe the known issues for the application/system. Sample text provided below.*

The following list contains the Known Issues as of Release <X.X> of the <Project Name> application. The Product/Business Owner prioritizes these issues to be addressed in upcoming application releases.

Table 5 - Known Issues

| **Component** | **Issue Description** | **Jira Ticket No.** | **Release**  **Identified** |
| --- | --- | --- | --- |
| Example  Follow-Up | The system does not display a confirmation message when the user clicks the “Cancel” button on the “Edit the Selected Document” modal window. | Project-301 | Rel 2.3 |
| Insert Info |  |  |  |
| Insert Info |  |  |  |

# Operational Considerations

*Describe operational considerations for this release, if any. If none, indicate “none” in this section. Sample text provided below.*

The Release was migrated to Production during off hours and had no customer impact.

# APPENDIX A: <System Name> Production Release History

*Provide a brief summary of each Production release in the table below. Replace the sample text provided.*

The table below provides a brief summary of each Production release.

Table 6 - Production Release History

| Prod Release # | Date | Release Type | Overview |
| --- | --- | --- | --- |
| x.x | mm/dd/yyyy | Example: Initial Production Baseline | Example: SharePoint 2016 Intranet platform baseline release for application. |
| Insert Info |  |  |  |
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