

Release Pack

$/project$

Deployment Overview

Document Detail

|  |  |
| --- | --- |
| Document Author | $/author$ |
| Project | $/project$ |
| System Area | $/system\_area$ |

Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Version | Date |
| $/version\_history/0/author$ | $/version\_history/0/description$ | $/version\_history/0/version$ | $/version\_history/0/date$ |
| $/version\_history/1/author$ | $/version\_history/1/description$ | $/version\_history/1/version$ | $/version\_history/1/date$ |
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| $/version\_history/3/author$ | $/version\_history/3/description$ | $/version\_history/3/version$ | $/version\_history/3/date$ |
| $/version\_history/4/author$ | $/version\_history/4/description$ | $/version\_history/4/version$ | $/version\_history/4/date$ |

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# Introduction

## Document Purpose/Overview

This document contains details the contents of the release, dependencies and pre-requisites of the release and detailed instructions on how to deploy this release. Excluding specific environmental variables it should be considered environment agnostic and one time use in nature.

## Release Overview

$/release\_overview$

## Technical Overview

$/technical\_overview$

## Release Pack Contents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Type** | **Version \*** | **File Date \*** | **New/Replace \*** |
| $/release\_pack\_contents/0/name$ | $/release\_pack\_contents/0/type$ | $/release\_pack\_contents/0/version$ | $/release\_pack\_contents/0/date$ | $/release\_pack\_contents/0/new\_or\_replace$ |
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# Installation Requirements

## Application Areas effected

$/application\_areas\_affected$

## Software Dependencies

$/software\_dependencies$

## Hardware Dependencies

$/hardware\_dependencies$

## Required Permissions/Access

$/required\_permissions$

## Database Dependencies

$/database\_dependencies$

## Other Environment Requirements

$/other\_environment\_requirements$

# Installation Details

## Installation Steps

$/installation\_steps$

# Roll Back

## Roll Back Steps

$/rollback\_steps$

# Risk Analysis

## Risk Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Mitigation |
| $/risk\_matrix/0/risk$ | $/risk\_matrix/0/probability$ | $/risk\_matrix/0/impact$ | $/risk\_matrix/0/mitigation$ |
| $/risk\_matrix/1/risk$ | $/risk\_matrix/1/probability$ | $/risk\_matrix/1/impact$ | $/risk\_matrix/1/mitigation$ |
| Recovery Actions | | | Recovery Time |
|  | | |  |

## UAT Sign Off

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team | Affected | Who | Status | Comments |
| $/uat\_sign\_off/0/team$ | $/uat\_sign\_off/0/affected$ | $/uat\_sign\_off/0/who$ | $/uat\_sign\_off/0/status$ | $/uat\_sign\_off/0/comments$ |
| $/uat\_sign\_off/1/team$ | $/uat\_sign\_off/1/affected$ | $/uat\_sign\_off/1/who$ | $/uat\_sign\_off/1/status$ | $/uat\_sign\_off/1/comments$ |
| $/uat\_sign\_off/2/team$ | $/uat\_sign\_off/2/affected$ | $/uat\_sign\_off/2/who$ | $/uat\_sign\_off/2/status$ | $/uat\_sign\_off/2/comments$ |
| $/uat\_sign\_off/3/team$ | $/uat\_sign\_off/3/affected$ | $/uat\_sign\_off/3/who$ | $/uat\_sign\_off/3/status$ | $/uat\_sign\_off/3/comments$ |
| $/uat\_sign\_off/4/team$ | $/uat\_sign\_off/4/affected$ | $/uat\_sign\_off/4/who$ | $/uat\_sign\_off/4/status$ | $/uat\_sign\_off/4/comments$ |

# Pre Deployment Activities

## Internal Communication Plan

* Email sent to the following stakeholders informing of initiation of rollout;

$/emails\_rollout\_initiation$

* Email sent to stakeholders informing Release has been successful;

$/emails\_rollout\_successful$

## External Communication Plan

$/external\_communication\_plan$

## User Offline Time

$/user\_offline\_time$

## Training Plan

$/training\_plan$

# 

# Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Team | Name | Email | Comments |
| $/contacts/0/team$ | $/contacts/0/name$ | $/contacts/0/email$ | $/contacts/0/comments$ |
| $/contacts/1/team$ | $/contacts/1/name$ | $/contacts/1/email$ | $/contacts/1/comments$ |
| $/contacts/2/team$ | $/contacts/2/name$ | $/contacts/2/email$ | $/contacts/2/comments$ |
| $/contacts/3/team$ | $/contacts/3/name$ | $/contacts/3/email$ | $/contacts/3/comments$ |
| $/contacts/4/team$ | $/contacts/4/name$ | $/contacts/4/email$ | $/contacts/4/comments$ |

# Post Release Checks

$/post\_release\_checks$

# Release Test Plan

$/release\_test\_plan$