***Technology Live Release Form***

*(Schedule of work to be released into the ‘live’ environment)*

|  |  |  |  |
| --- | --- | --- | --- |
| **1. General Project Details** | | | |
| **Project Name:** |  | | |
| **Technology Project Manager:** |  | **Date Prepared:** |  |
| **Project Sponsor:** |  | **Quality Reviewers:** |  |

|  |  |
| --- | --- |
| **2. Deliverables released to ‘live’ environment** | |
| *A deliverable is a product or service that is given to your client. A deliverable usually has a due date and is tangible, measurable and specific. A deliverable can be given to either an external or internal customer and satisfies a due date that is created and produced in the project plan. A deliverable can be a software product, a design document, a training program or other asset that is required by the project plan. (Sprint numbers, User Stories, Schedule of Work)* | |
| **Deliverables** | |
| **Release 1:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Technology Security – List of actions undertaken in preparation for ‘live’ release** | | | | |
| *Are there Technology Security issues? Preparation of backups, penetration testing, load testing, disaster recovery, synch GitHub, communication etc. List steps taken.* | | | | |
|  | | | | |
| **4. Planned ‘live’ Release Date:** |  | | | |
| **5. Sign Off Authority – Project Manager** | | | | |
| **Project Manager – Technology Division** | | | **Project Manager – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |
| **6. Sign Off Authority – Head of Division** | | | | |
| **Head of Division – Technology Division** | | | **Head of Division – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |

***Technology Live Release Form (continued)***

*(Schedule of work to be released into the ‘live’ environment)*

|  |  |
| --- | --- |
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| **Deliverables** | |
| **Release 2:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Technology Security – List of actions undertaken in preparation for ‘live’ release** | | | | |
| *Are there Technology Security issues? Preparation of backups, penetration testing, load testing, disaster recovery, synch GitHub, communication etc. List steps taken.* | | | | |
|  | | | | |
| **4. Planned ‘live’ Release Date:** |  | | | |
| **5. Sign Off Authority – Project Manager** | | | | |
| **Project Manager – Technology Division** | | | **Project Manager – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |
| **6. Sign Off Authority – Head of Division** | | | | |
| **Head of Division – Technology Division** | | | **Head of Division – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |

***Technology Live Release Form (continued)***

*(Schedule of work to be released into the ‘live’ environment)*

|  |  |
| --- | --- |
| **2. Deliverables released to ‘live’ environment** | |
| *A deliverable is a product or service that is given to your client. A deliverable usually has a due date and is tangible, measurable and specific. A deliverable can be given to either an external or internal customer and satisfies a due date that is created and produced in the project plan. A deliverable can be a software product, a design document, a training program or other asset that is required by the project plan. (Sprint numbers, User Stories, Schedule of Work)* | |
| **Deliverables** | |
| **Release 3:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Technology Security – List of actions undertaken in preparation for ‘live’ release** | | | | |
| *Are there Technology Security issues? Preparation of backups, penetration testing, load testing, disaster recovery, synch GitHub, communication etc. List steps taken.* | | | | |
|  | | | | |
| **4. Planned ‘live’ Release Date:** |  | | | |
| **5. Sign Off Authority – Project Manager** | | | | |
| **Project Manager – Technology Division** | | | **Project Manager – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |
| **6. Sign Off Authority – Head of Division** | | | | |
| **Head of Division – Technology Division** | | | **Head of Division – Business Division** | |
| **Sign Off:** | | **Date:** | **Sign Off:** | **Date:** |

*Please add more releases as required*