

Deployment Process

FOR ROLLINS CONTRIBUTORS



This document describes the processes and best practices used by Rollins Team contributors. These processes ensure that [Orkin.com](https://orkin.com) content created is consistently and accurately deployed.

Use these processes to successfully deploy [Orkin.com](https://orkin.com) content.

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About Software Change Management

Software change management is the discipline of tracking and controlling changes during the software development and deployment process. Some aspects of this discipline include:

Change Control

Change control is a process that ensures changes to software are monitored and controlled, to avoid arbitrary or unapproved changes that may result in disruption of service, errors in the software, or overwriting of code contributed by other developers.

Build Management

A build is the result of converting software code into software artifacts. These artifacts are functioning software tools or, in the case of Rollins Marketing, functioning websites.

Build management ensures that the process and tools are properly implemented and result in quality builds.

Process Management

Process management ensures that all contributors adhere to the established software development process.

Team Building

Promoting a supportive team environment facilitates effective interactions within the software development process.

Defect Tracking

Defect tracking discloses defects and traces them to the source, ensuring defects are mitigated in the future.

Applied Change Management in Rollins Marketing

Rollins Marketing adheres to industry-standard change management concepts. The following section outlines some specifics of the Rollins Marketing process.

Rollins Marketing Sprint Cycle

The Rollins Marketing Technology team and all contributors adhere to a defined Agile sprint cycle. Sprints are four weeks, and changes are deployed to production every two weeks.

Month YYYY

Sprint X

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	<div>1</div> <div>> SPRINT START <</div>
2	<div>3</div> <div> </div> <div>PO/SM:</div> <div>Sprint Briefing</div>	4	5	6	<div>7</div> <div> </div> <div>PO/SM:</div> <div>Sprint Planning</div>	8
9	<div>10</div> <div> </div> <div>AGENCY/ST:</div> <div>BO Approvals by COB</div>	<div>11</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>Code Pull from DEV</div>	<div>12</div> <div> </div> <div>CODE FREEZE</div>	<div>13</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>Code Push to QA</div>	<div>14</div> <div> </div> <div>CODE FREEZE</div>	15
16	<div>17</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>PROD DEPLOYMENT</div>	18	<div>19</div> <div> </div> <div>PO/BO:</div> <div>Sprint Checkpoint</div>	20	<div>21</div> <div> </div> <div>PO/SM:</div> <div>Sprint Planning</div>	22
23	<div>24</div> <div> </div> <div>AGENCY/ST:</div> <div>BO Approvals by COB</div>	<div>25</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>Code Pull from DEV</div>	<div>26</div> <div> </div> <div>CODE FREEZE</div>	<div>27</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>Code Push to QA</div>	<div>28</div> <div> </div> <div>CODE FREEZE</div>	29
30	<div>31</div> <div> </div> <div>MARKETING TECH ADMIN:</div> <div>PROD DEPLOYMENT</div> <div>> SPRINT END <</div>	<div> <div>Development Server</div> <div> </div> <div>QA Server</div> <div> </div> <div>Production Server</div> <div> </div> </div>				

LEGEND:

Agency = External Partners

BO = Business Owner

PO = Product Owner

SM = Scrum Master

ST = Scrum Team

Sprint Cycle = 31 Days

Requesting Off-Cycle Deployments

Because the sprint cycle allows two production deployments per month, off-cycle deployments are rarely authorized.

In the event of a crisis that requires an off-cycle deployment, the Business Owner must request the deployment in VersionOne.

The Marketing Technology team requires written authorization from a member of the Rollins Marketing Executive Leadership team before scheduling an off-cycle deployment.

VersionOne

Rollins Marketing uses VersionOne to manage the software development process. This tool tracks requests, tasks, and defects against the Marketing sprint cycle. It is important that all contributors to Marketing software projects plan, track, and update their projects in this central tool.

Change Control and Code Management

The Marketing Team uses GitHub for version control and source code management. Source code for [Orkin.com](https://orkin.com) is managed in GitHub repositories and accessed by the Marketing Technology team, outside collaborators, agency partners, and Rollins contributors.

The GitHub service enables the Marketing Team to store source code, manage code revisions, and monitor the history of committed code.

Servers

Several servers hold source code at different stages of the development and deployment process:

- **[DEV.ORKIN.COM](https://dev.orkin.com)** – This server is owned and administered by the Marketing Technology team. The server is used by the team to develop code during the development process. Developers view their code in this server environment and identify any necessary changes.
- **[QA.ORKIN.COM](https://qa.orkin.com)** – This server is owned and administered by the Marketing Technology team. The server is used by the team to review completed code, to ensure quality and confirm the code is free of defects. Only a Marketing Technology team administrator can push code to this server
- **[WWW.ORKIN.COM](https://www.orkin.com)** – This server is the production environment, and contains the code that comprises the public-facing content of [Orkin.com](https://orkin.com). The web-based software on this server is the [Orkin.com](https://orkin.com) website. Code deployed to this server is considered complete and released. Only a Marketing Technology team administrator can deploy the website to this server.

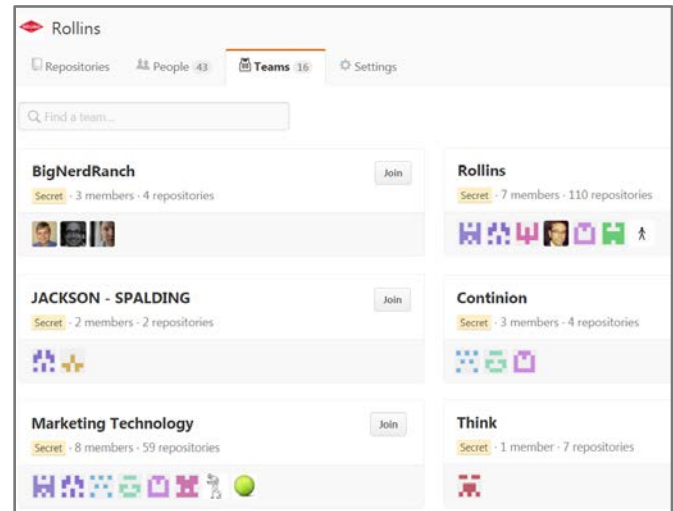
IMPORTANT: Deployment to www.orkin.com is performed twice a month, in sync with the Marketing Technology sprint schedule.

GitHub Administration

The Rollins GitHub Organization hosts several teams, such as:

- Marketing Technology
- Continion
- Jackson-Spalding

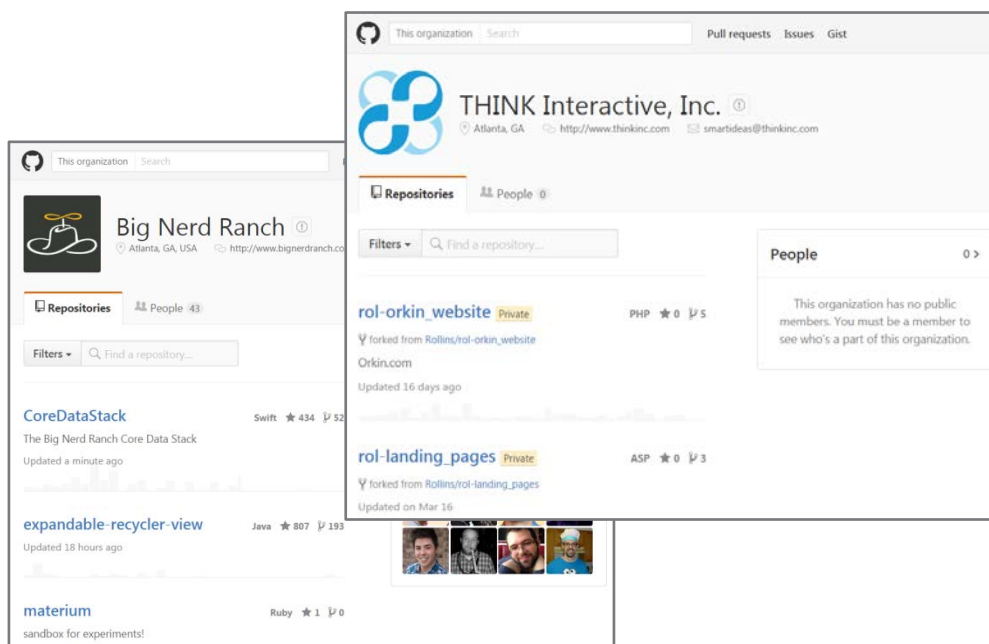
The Marketing Technology GitHub team designates several team members as administrators of Marketing Technology repositories. These administrators can merge Rollins-owned repositories and push and pull code.



Agency Partner GitHub Organizations

Additionally, many agency partners maintain their own proprietary GitHub organizations. These partner organizations host teams specific to the partner's company; for example:

- **BigNerdRanch** – This GitHub organization hosts teams which interact with the Rollins organization, and hosts teams which interact with other customers of the BigNerdRanch company.
- **WebINTENSIVE Software** - This GitHub organization hosts teams which interact with the Rollins organization, and hosts teams which interact with other customers of the WebINTENSIVE Software company.
- **THINK Interactive, Inc** - This GitHub organization hosts teams which interact with the Rollins organization, and hosts teams which interact with other customers of the THINK Interactive company.



Agency partners control and administer the repositories associated with their GitHub organizations and teams. Marketing team members cannot access or modify these partner repositories unless they are granted access permissions by the administrator of the partner team.

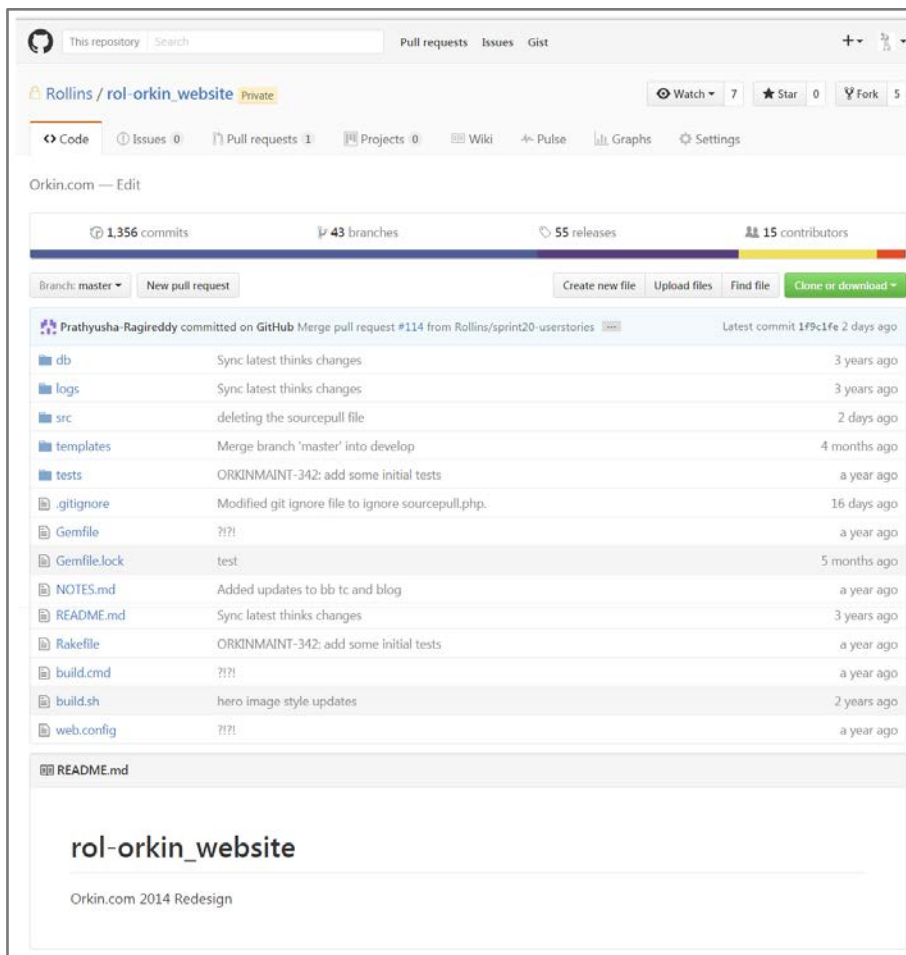
Agency partner GitHub teams outside the Rollins Organization often contribute to the Marketing Technology team repositories.

For example, the BigNerdRanch team accesses some Rollins repositories to contribute code for HomeTeam apps; the ThinkInc team accesses Rollins repositories to contribute to Orkin.com.

Marketing Technology Repositories

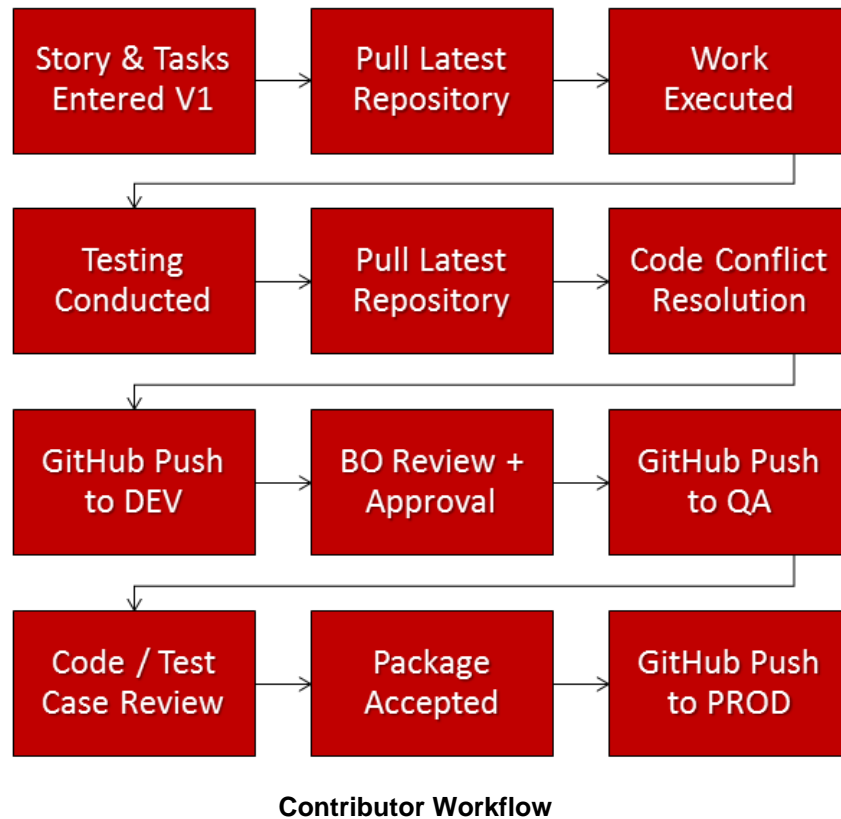
The Marketing Technology GitHub team owns many repositories, which are used to manage source code for various projects.

During the Sprint development cycle, the source code is managed in the `rol-Orkin-website-1st-server` repository, which can be pushed to the dev.orkin.com server.



Rollins Marketing Contributions

Rollins Marketing contributors use change control and development processes that align with the processes used by the Marketing Technology team.



Contributor Workflow Process

Rollins Marketing contributors working with the [Orkin.com](https://dev.orkin.com) code use the following steps to include their code in the [Orkin.com](https://dev.orkin.com) website:

1. Enter a User Story in VersionOne. The content of this User Story should follow the Rollins Marketing format.
2. Add tasks to the User Story. Tasks should contain robust content explaining the planned development work. Update tasks daily.
3. Prior to beginning code development, clone the dev.orkin.com repository to ensure the planned development work begins with the most recent code changes from the Marketing Technology developers.

If a clone already exists in your environment, use the clone to pull the latest code from the dev.orkin.com repository. This repository is `rol-Orkin-website-1st-server`.

IMPORTANT: Do not fork or download repositories. Delete any existing forks or downloads from your environment.

4. Develop the project in a local environment.
5. Perform quality testing on the project in a local environment.
6. Pull the latest code from the dev.orkin.com repository.

NOTE: Before pulling the code, make a copy of the files you have changed in your local environment, so you can easily replace content in case of a file conflict.

7. Resolve any file conflicts.
8. Push the completed code to dev.orkin.com repository.
9. Notify the Business Owner, using VersionOne Conversations, that the code is ready for review on dev.orkin.com.

If the Business Owner requests changes:

- Pull the latest code from the dev.orkin.com repository.
- Complete the requested changes in your local environment.
- Again, pull the latest code from the dev.orkin.com repository to ensure any recent updates to the code are captured.
- Resolve any file conflicts.
- Push the completed code to dev.orkin.com.
- Notify the Business Owner, using VersionOne Conversations, that the code is ready for review on dev.orkin.com.
- If the requested changes cannot be completed and approved prior to the scheduled deployment date, as defined in the Rollins Marketing sprint schedule, contact the Marketing Technology team for assistance in reverting the changes. Your updates will be moved to the next scheduled deployment in the sprint cycle.

10. After Business Owner approval, use VersionOne Conversations to notify the Marketing Technology team that the code must go to production in the next deployment in the Rollins Marketing sprint cycle. Create a task in the VersionOne user story and attach test cases.

Marketing Technology pushes the code to qa.orkin.com at the appropriate point in the sprint cycle.

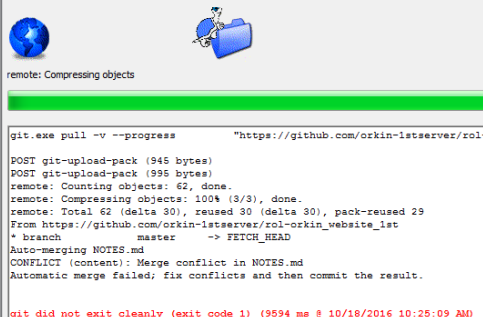
Marketing Technology performs quality testing on the code base.

After the final code base is approved, Marketing Technology pushes it to production at the appropriate point in the sprint cycle.

TIP:

**Always
Pull, then Push.**

To ensure you are always working on the latest code base, pull from the dev.orkin.com repository, resolve any conflicts, then push the code back to dev.orkin.com.



```
git.exe pull -v --progress "https://github.com/orkin-ltsserver/rol-
remote: Compressing objects
POST git-upload-pack (945 bytes)
POST git-upload-pack (995 bytes)
remote: Counting objects: 62, done.
remote: Compressing objects: 100% (3/3), done.
remote: Total 62 (delta 30), reused 30 (delta 30), pack-reused 29
From https://github.com/orkin-ltsserver/rol-orkin_website_1st
* branch      master       -> FETCH_HEAD
Auto-merging NOTES.md
CONFLICT (content): Merge conflict in NOTES.md
Automatic merge failed; fix conflicts and then commit the result.

git did not exit cleanly (exit code 1) (9594 ms @ 10/18/2016 10:25:09 AM)
```

Syncing After Deployment

After the final code base is deployed to production, a Marketing Technology administrator ensures the production code base and the production database are synced to all servers.

This syncing process is performed after the deployment, and is scheduled to occur well after Eastern Standard business hours. This ensures any minor disruptions caused by the syncing process will occur during a low-traffic period.

New development can begin the next business day on dev.orkin.com with the latest code and database that matches production.

Tracking Progress in VersionOne

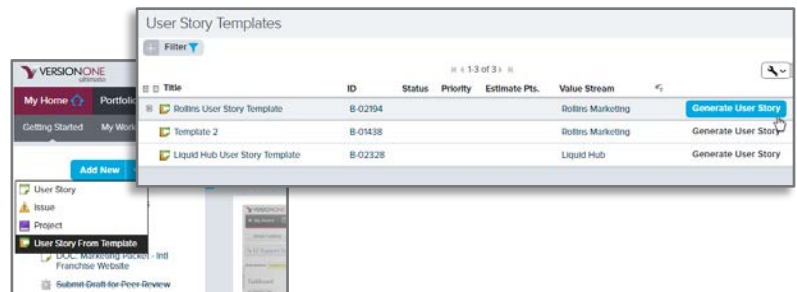
Agency partners use the Rollins Marketing VersionOne tool to track the progress of contributions. This ensures that both Marketing Technology and partners are aware of all contributions.

Adding VersionOne User Stories and Tasks

Add a user story in VersionOne to track your contribution. Follow these guidelines:

- Create your User Story from the pre-defined Rollins User Story Template.

IMPORTANT: To avoid overwriting the template, change the title of the user story before saving.



- Use a descriptive title for the user story. The user story must be easily identifiable in lists, boards, and reports.
- Leave the Sprint field blank. This will be determined by the scrum master or product owner when the user story is prioritized.

- Use this standard Agile format to describe the user story and define acceptance criteria:

Executive Summary

<insert a brief description of the requested work>

User Story Description

As a

I want to

So that

Acceptance Criteria

Given that

When

Then

- In the Estimated Development Complete Date field, enter the targeted deployment date, based on the current Sprint calendar.
- Leave the Product Owner field blank. This will be determined by the scrum master or product owner when the user story is prioritized.
- Enter your name in the Owners field.
- Use the default Medium Priority. The scrum master or product owner adjusts this priority as-needed. Contact the product owner to request a higher priority for your user story.
- Select Place Holder in the Status field. This will be changed by the scrum master or product owner when the user story is prioritized.
- If you are unsure of other user story selections; for example, Backlog Group, use the VersionOne Conversations tool to request input from the scrum master or product owner.

The screenshot shows a 'User Story' form with the following fields and values:

- Title: Create Content for Commercial Blog
- Value Stream: Liquid Hub
- Sprint: (empty)
- Team: LiquidHub
- Backlog Group: MT Initiative
- Project: (empty)
- Description:

EXECUTIVE SUMMARY:
Create new content on bed bugs and post to commercial blog.

USER STORY DESCRIPTION:
As a Business Owner
I want to: Update the Orkin.com commercial blog to inform consumers of bed bug solutions
So that: New hospitality business is generated

ACCEPTANCE CRITERIA:
p
- Estimate Pts.: 3
- Estimated Close Date: (empty)
- Estimated Development Complete Date: 11/6/2016
- Weekly Deliverable: (empty)
- Product Owner: (empty)
- Owners: KSmith@liquidhub.com
- Status: Place Holder
- Priority: Medium
- Type: Enhancement
- Requested By: Tyler Love
- Detail Estimate Hrs.: (empty)
- To Do Hrs.: (empty)
- Total Done Hrs.: (empty)
- Change Comment: (empty)

Add tasks to the user story to track the phases of your contribution. Follow these guidelines:

- Add a task for each step of the development and deployment process; for example:

Research and Planning

Development

Review

- The task's estimated hours must be four hours or less. Create ordinal tasks to subdivide large phases into short tasks; for example:

Development Phase One

Development Phase Two

Development Phase Three

- Use a short, descriptive title and write a brief description of the task.
- When creating tasks, you can leave Status field blank until the associated work is in progress. Remember to update the Status field as-needed to reflect the current status of the task.
- Add the estimated hours in the Detail Estimate Hrs field.
- Add to-do hours. Typically, the estimated hours and to-do hours are the same, until the associated work is in progress. Remember to update the to-do hours daily after work on the task begins.

The screenshot shows the 'User Story B-01677' interface. On the left, there's a 'Conversations' panel with a 'Start a Conversation...' input field and three messages from 'KSmith@liquidhub.com' and 'Marketing Techn...'. The main area has tabs for 'Details', 'History', 'Visualize', 'Delivery', 'Ideas', and 'Edit'. Below the tabs, there's a 'Tasks' section with a table of tasks.

Title	ID	Owner	Status	Detail Estimate Hrs.	Done Hrs.	To Do Hrs.	Create Date	
Apply comblog.css	TK-13585			1.00		1.00	9/30/2016 2:13 PM	Edit
Develop Bed Bug Content	TK-13583		In Progress	4.00		3.00	9/30/2016 2:09 PM	Edit
Edit Bed Bug Images	TK-13584		Ready for Peer Review	4.00		2.00	9/30/2016 2:10 PM	Edit
Plan Bed Bug Content	TK-13582		Complete	4.00		0.00	9/30/2016 2:07 PM	Quick Close Task

Use the Conversations feature, shown in the image above, to add notifications and questions, or to seek Business Owner approval. It is helpful to tag a VersionOne user in the conversation.

Business Owner Approval Process

Rollins Marketing Business Owners review contributions and approve them for deployment to production. Follow these guidelines:

- After developing and testing your contribution in a local environment, push the code to dev.orkin.com.
- Use VersionOne Conversations to notify the Business Owner that the contribution is ready for review.
- Work with the Business Owner on adjustments and revisions. If necessary, push updated code to dev.orkin.com for the Business Owner's approval.

IMPORTANT: Use VersionOne Conversations to track revisions and review cycles.

- Ensure the Business Owner approves the final contribution in VersionOne.

Mitigating Risk in GitHub Version Control

To avoid deploying outdated or incorrect code to production, it is critical that the Rollins Marketing Technology team and all Rollins contributors adhere to these best practices when committing code to GitHub repositories:

- Prior to beginning code development, clone the dev.orkin.com repository. If a clone already exists in your environment, use the clone to pull the latest code from the dev.orkin.com repository.

This repository is `rol-Orkin-website-1st-server`.

IMPORTANT: Never fork or download repositories. Delete any existing forks or downloads from local environments.

- Develop and test projects in a local environment.
- To push the code, you must first pull the latest code from the dev.orkin.com repository. This repository is `rol-Orkin-website-1st-server`.
- Resolve any file conflicts resulting from this pull.
- Push the code to dev.orkin.com for review and approval.
- After Business Owner approval of contributions, use VersionOne to request the code be pushed to production.
- Contributors should provide test cases to the Marketing Technology team for code verification.

TIP:

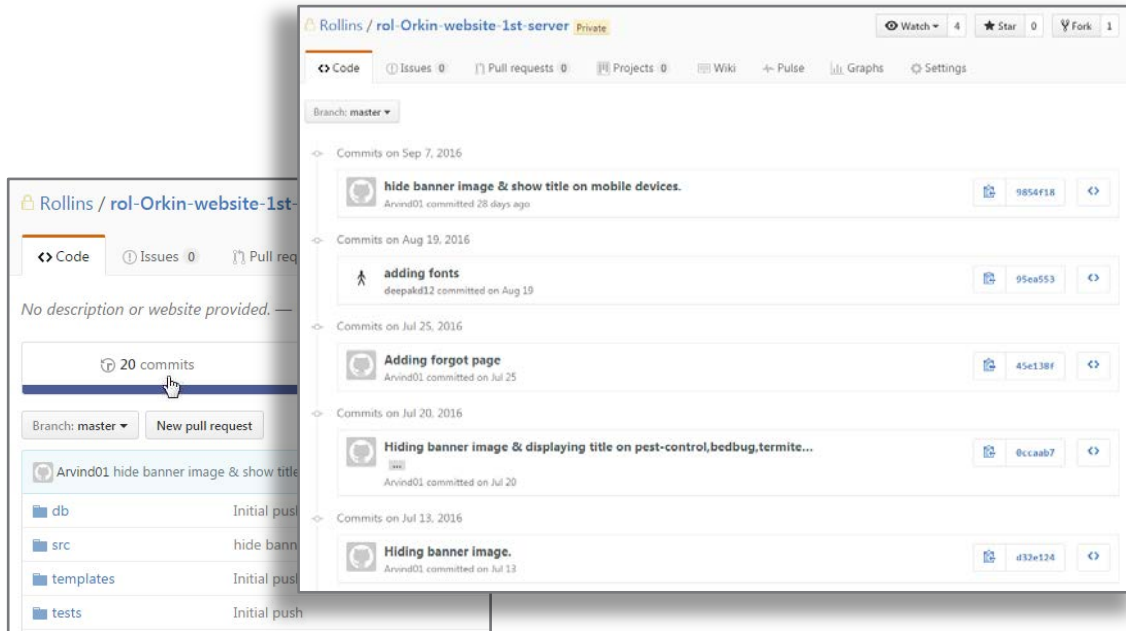
Always
Pull, then Push.

To ensure you are always working on the latest code base, pull from the dev.orkin.com repository, resolve any conflicts, then push the code back to dev.orkin.com.

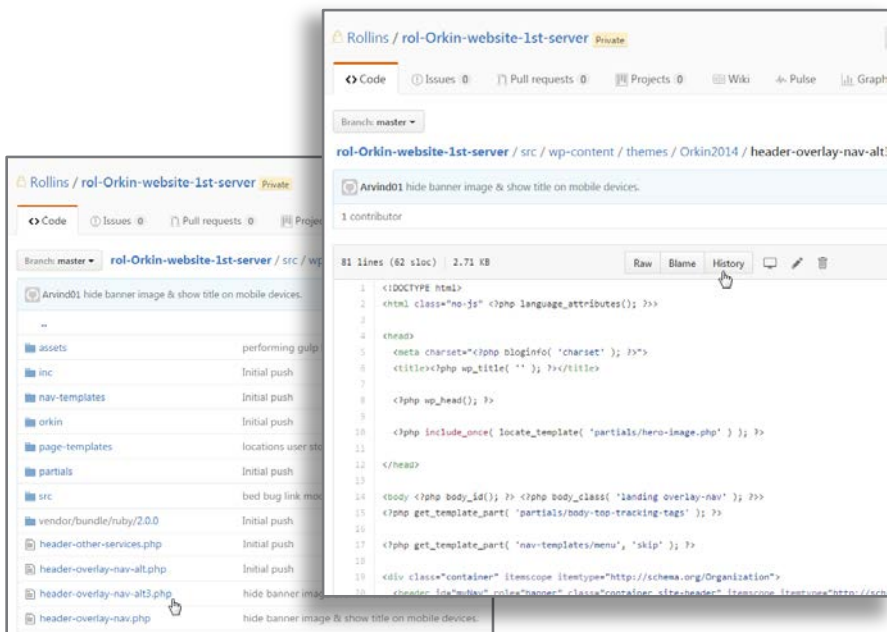
Viewing Commit History

Like most version control tools, GitHub provides two methods of viewing the history of commit actions.

To view the commit history of an entire repository, click the repository's **Commits** tab.



To view the commit history of a single file in a repository, click a file in the repository, then click the **History** button.



To view the change history of a file and compare code changes, click a file in the repository, then click the **Blame** button. A list of historical file changes is displayed.

The image below shows commit 0ccaab7 was made by Arvind01, and the newly-committed file has changes in lines 63, 64, and 65.

	59	<code>Call</code>
	60	<code></code>
	61	<code></code>
	62	<code></div></code>
Hiding banner image & displayi... 0ccaab7 Arvind01 authored on Jul 20	63	<code><?php</code>
	64	<code>global \$post;</code>
	65	<code>\$pagename = \$post->post_name;</code>
hide banner image & show title ... 9854f18 Arvind01 authored 28 days ago	66	<code>\$pages_list=array('about','othe</code>
Hiding banner image & displayi... 0ccaab7 Arvind01 authored on Jul 20	67	<code>if(in_array(\$pagename, \$pages_l</code>
	68	<code>>)</code>
hide banner image & show title ... 9854f18 Arvind01 authored 28 days ago	69	<code><div class="small-background</code>
Hiding banner image & displayi... 0ccaab7 Arvind01 authored on Jul 20	70	<code><?php >?)</code>
Hiding banner image. d32e124 Arvind01 authored on Jul 13	71	
Hiding banner image & displayi... 0ccaab7 Arvind01 authored on Jul 20	72	<code><div class="small-background hidd</code>
Initial push 03e6521 Prathyusha-Ragireddy authored on Mar 29	73	
	74	<code><h1><?php the_title(); >></h1></code>
Hiding banner image & displayi... 0ccaab7 Arvind01 authored on Jul 20	75	<code></div></code>
Initial push 03e6521 Prathyusha-Ragireddy authored on Mar 29	76	
	77	<code><main role="main" itemscope itemtyp</code>
	78	<code><?php get_template_part('partial</code>

Click the file commit number to view a side-by-side comparison of the changes

Rollins / rol-Orkin-website-1st-server Private
Watch 4 Star 0 Fork 1

Code Issues 0 Pull requests 0 Projects 0 Wiki Pulse Graphs Settings

Hiding banner image & displaying title on pest-control,bedbug,termite... Browse files

master

Arvind01 committed on Jul 20 1 parent d32e124 commit 0ccaab733f553b95f1a3817e0c2cf1323f4c366a

Showing 2 changed files with 21 additions and 16 deletions. Unified Split

19 src/wp-content/themes/Orkin2014/header-overlay-nav-alt3.php View

@@ -60,18 +60,19 @@
60 844-514-3980
61
62 </div>
63 - <?php
64 - if(is_page("bed-bugs")){
65 - \$hide_banner="hidden-small";
66 - }else{
67 - \$hide_banner="";
68 - }
69

60 844-514-3980
61
62 </div>
63 + <?php
64 + global \$post;
65 + \$pagename = \$post->post_name;
66 + \$pages_list=array('other-services','pestcontrol','bed-
67 + bugs','termitecontrol');
68 + if(in_array(\$pagename, \$pages_list)){
69 + <h2 class="hidden-medium hidden-large hidden-extra-large"
70 align="center"><?php the_title(); >></h2>
71 + <?php >?)
72