Release Note

For <<Project Name>>

Version x.y

<<Organization Name>><<Address>>

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version (x.y) | Date of Revision | Description of Change | Reason for Change | Affected Sections | Approved By |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Approval History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version (x.y) | Prepared By | Reviewed By/Date | Approved By/Date |
|  |  |  |  |
|  |  |  |  |

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# Project Information

|  |  |
| --- | --- |
| Project ID |  |
| Project Name |  |
| Version No |  |
| Version Date |  |
| Brief Description of Release |  |

# 

# Distribution

|  |  |
| --- | --- |
| Media |  |
| Quantity |  |
| Recording Format |  |
| Sent to [Name and Address] |  |

# 

# Release Components

This section should list the components, in this release.

| Sl. No. | Name | Description | Version No |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Components include all deliverables, modules, documents etc.)

# Defects Fixed in this Release & Version

| S No. | Defect Number/ ID | Reported Date | Defect Description | Remarks |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# List of Known Defects/ Issues and Workarounds

| S No. | Defect Number/ ID | Reported Date | Defect Description | Workaround mechanism | Remarks |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 

# Change Requests added to this Release

| S No. | Change Request No/ ref | Module Name | Features Added | Remarks |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 

# Installation Procedure

This section should provide any installation instructions specific to this release.

# Instructions to Run and verify Installation

This section should list the instructions to run and verify the installation.

# Problems/ Issues

This section should contain any problems or issues encountered during the course of the release.

# Assumptions and Dependencies

Specify all the assumptions and dependencies that the release of a module/component/product/application has.