How to Write a Release Note

Phase 1: Introduction

Writing release notes is both formulaic and a bit of an art. Release notes are different from the ticket write up because it's intended for a non-technical audience to understand why a coding change was needed.

Phase 2: A Sample Ticket

Summary Title

Retiree MIP – Dashes

User Story – Description

As a system, I want to not save MBI numbers with the dashes in it so exports don't have to be coded to strip out the dashes.

Phase 3: Some Questions about the Ticket

What's the "so what" of the release? Why is it important to people?

Your response here

Who is most impacted by the change?

Your response here

What questions do you have about the ticket? What would you ask the Business Analyst about this change?

Your response here

Phase 3: Some Questions about the Ticket

Phase 4: Write the Release Note

Main area of system impacted

Your reply here

Title of the Release

Your reply here

Description of What's New?

Your reply here

Explanation of why the change was needed?

Your reply here

Which audience(s) are most Impacted?

Your reply here

Anything else others should know?

Will you include a screenshot? If yes, describe what that screen shot looks like.

Describe

Phase 5: Compare Yours to Experts

Yours	Experts
Carry forward	**Exporting Medicare Members' MBI Numbers to Carriers** **What New?** Like a SSN#, Benefitsolver stores the MBI number (Medicare Beneficiary Identifier) without dashes but displays the number to users with dashes. ▶ When an MBI number is entered with the dashes (eg. 1EG4-TE5-MK73), the system will display the MBI with the dashes. ▶ However, when the number is saved, the system will store the MBI without the dashes. **Why was the change needed?** Previously, the MBI was saved with the dashes, which affected some carrier exports. Saving without dashes will ensure exports with the number send carriers in a correct format. **What else should I know?** The database will be updated to remove any dashes from MBI previously entered and saved with dashes.

Phase 5: Compare Yours to Experts

How did you do?

How your Release Note was similar to the Expert version

xxx

How your version was different?

Xxx

Why will you think about differently the next time you write a release note?

xx