**Release Plan**

**for**

**DCH**

**– [8.2.1]**

|  |  |
| --- | --- |
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| **Document Author:** |  |
| **Document Owner:** | **Information System** |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Revision Author** | **Summary of Changes** |
| V1.0 | 9th Mar 2019 |  | Initial version |
| V1.1 | 17th Mar 2019 |  | Change to Release approval/reviewed Table |

**Distribution**

|  |  |
| --- | --- |
| **Name** | **Title** |
| XYZ | Everyone |
|  |  |
|  |  |

**Approval/Reviewed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
| Author | Director of DCH |  | **16 March 2019** |
| Reviewed | Project Manager – |  | **16 March 2019** |
| Approved | Head of Infrastructure |  | **16 March 2019** |
| Reviewed |  |  |  |
| Reviewed |  |  |  |

**Contents**

1 Introduction 4

2 Release and Deployment Plan 5

2.1 Release Details 5

2.2 Method of Procedure (MOP), if applicable 6

2.1.1 Roles and Responsibilities 6

2.1.2 Related Change Requests, Known Errors and Problems 7

2.1.3 Documentation 7

# Introduction

The purpose of creating a release and deployment plan is to ensure that the transition of a new or changed service into the live environment is carried out effectively and the risk to the business is minimised.

This plan is relevant to one or more change requests that have been approved by the Change Advisory Board and should be attached to these changes within the change management system.

**Release approval/reviewed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
| Requestor | Scrum Master |  |  |
| Reviewed | Product Manager |  |  |
| Reviewed | DCH Operations |  |  |
| Approved for Release | Director Compliance |  |  |
| Implementer | Development Team |  |  |

# 

# Release and Deployment Plan

## Release Details

|  |  |
| --- | --- |
| **Requirement** | **Details** |
| **The type and description of the maintenance and the systems involved (or for a software upgrade or patch, a description of what is included in the release)** | The description is addition of new functionalities and upgrading the existing system. Details are present in the release notes (attached in mail). |
| **A description of the support required.** | The release will be handled by Dev OPS from NGC side. No support required from anyone else. |
| **The start date time (including time zone)** | 28th April 2021 starting from 12 PM to 1 PM, IST |
| **The estimated duration** | The estimated duration of the release will be around 1 hr. |
| **The primary point of contact (name, e-mail, phone number)** | Pooja Modi |

## 

## 2.2Method of Procedure (MOP), if applicable

1. Copy the existing code to a backup directory
2. In case there are problems with the install, overwrite the same back
3. If the install has altered any tables, manually drop the columns to bring the tables back to original state
4. If there are additional configurations made, these would be manually deleted to bring the tables back to original state

## 2.1.1 Roles and Responsibilities

The people that will be involved in the deployment and their responsibilities are shown in the table below.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
|  | Deployment Manager | Plan the deployment  Liaison with users |
|  | Project Management | Create Release Notes  Deliver Release Notes |
|  | Deployment team member | Pre-installation survey  Software installation  Post-installation testing |
|  | Deployment team member |
|  | Deployment team member |

## 2.1.2 Related Change Requests, Known Errors, and Problems

The following change requests, known errors and problems will be closed through this release:

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Server | Type | Name |
| **SRX123456** | EU | Incident | GLP01-PDP address Validations |
| **101011111** | OFRA | User story | DCH: ORANGE: FRAF1: M2T report missing status |

## Documentation

The following documentation will be available as part of the deployment:

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **Version** |
| Release Notes | Release note of functionalities being installed. | 1.0 |