Project Release Check List

This is a living document and will be used to describe the workflow when a product version is ready to be released.

**Release Notes**

* Resolve Jira bugs
* These should include all the bugs that have been fixed with reference to the Jira bug number.
* Feature enhancements
* This should list the any features that have been added and where in the product they are located. The purpose of this is to provide QA the ability to design testing scenarios.
* Does this build include any database changes include the change SQL script
* Removed table
* Add table
* Add column to a table
* Change column type
* If any of the above changes have happened how will existing data be maintained or is that data no longer required.

**Procedure**

* Language translation
* When new keys have been added then the resx files need to be included in the build.
* The language JavaScript files need to be generated from the resx.
* TFS Check the version in to source control
* When checking in the comment must include version number of the files being checked in.
* Deploy the version on to QA server
* Check new build runs on servers
* Update registry settings
* Version….
* Send Email to QA and Mark with link to release notes.
* Work with QA to help answer questions about testing scenarios.

Page Break

**Post QA Validation**

After QA have completed a test cycle the questions should be asked:

* Has QA rejected any bugs as not fixed?
* Has QA raised a new bug that is a big enough issue that would block the publication of this release?

If the answer of these questions are **yes** then then the version must be increase and when the new build is ready go to the top and start the process again.

After QA have performed all the tests and validated that this release is ready for production publication.

* Merge main branch with production
* Send an Email to [softwaresupport@itsltduk.com](mailto:softwaresupport@itsltduk.com)
* This build is ready for production release.