JAIZ BANK PLC

HR Viability Portal

Release and Deployment Plan

| Version | Author | Date | Approver | Date | Remarks |
| --- | --- | --- | --- | --- | --- |
| 1.0 | Babatunde Adedeji | 16/01/2020 |  |  |  |
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# Introduction

This document describes the various information needed for the successful deployment of **HR Viability Portal**.

# Description

HR Viability Portal is an application that aims to eliminate the manual process of applying for facilities either through the branch or HCMD. It also serves as a Facility Pre-Approval whereby staff can apply for any facility after passing through some conditions which determines whether RMD will eventually approve the facility or not.

# Acronyms, and Abbreviations

| Term | Description |
| --- | --- |
| AO | Architecture Overview |
| API | Application Programming Interface |

# Methods of Deployment / Configuration Steps

Provide details step to follow to deploy the solution;

* All dependencies should be mentioned here.
  + Detail explanation of how to download the dependencies or the location where they are kept must be explained.

# Training

All users of the application are provided with user manual.

# Deployment Time

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date/Time |
| Start the implementation | Commence loading of the database. | Friday 5:00PM |
| Complete database conversion | Data conversion run | Saturday 8:00 AM |
| Verify data conversion | Checks carried out to ensure data has converted as expected. | Saturday 2:00 PM |
| Etc. |  |  |

# Roll Back plan

* Stop all services related to the application that are presently running,
* Stop the application on the IIS Server,
* Remove the deployed DLL/Deployment files,
* Also if necessary remove all the files on the folder related to the application.

# Testing

Location and details of the test carried out on the application is detailed in the table below.

|  |  |  |
| --- | --- | --- |
| Document Name | Description | Status |
| Code Review | Fellow developers and also external(non-unit members) also reviewed the application’s codes | Done |
| Test Script | Commence loading of the database. | Done |
| UAT Result | Data conversion run | Done |

# Communication

Communicaton is made between App solutions and IT BI both during the User Review sessions and the User Acceptance Test (UAT).

# Risk Management

All identified risks that has to do with service failure, security and other related applications dependencies have been taken care of.

# Documentation

Documents available for the application are stated below

|  |  |
| --- | --- |
| Document | Location of Document |
| Functional Requirement Document (FRD) | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\FRD |
| Application Review | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent |
| Test Result | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\TestResultDocument |
| User Acceptance Testing (UAT) | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\TestResultDocument |
| Code Review | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\ProjectReveiw |
| Architecture Design | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\Architecture |
| User Manual | \\172.13.23.10\IT Dept\AppSol\AppSolCurrent\HRViability\UserManual |

# Post Implementation Review

|  |  |
| --- | --- |
| RELEASE MANAGER TO COMPLETE  Name | |
| Questions | Comments |
| Project Management | |
| What were the main lessons learned on this project? |  |
| How well supported was the project by sponsorship? |  |
| What were the most significant issues on this project? |  |
| What worked well? |  |
| Are there any other comments you wish to record regarding this project? |  |

|  |  |
| --- | --- |
| STAKEHOLDER / SPONSOR TO COMPLETE  Name | |
| Questions | Comments |
| Project Effectiveness | |
| How well does the outcome of the project meet the stated objective(s) of the project? |  |
| How effectively were stakeholders involved in the project? |  |
| Was communication with stakeholders adequate? |  |
| Have you experienced any issue after the deployment of the application |  |
| Are there any other comments you wish to record regarding this project? |  |