A blue flag with white text

Description automatically generatedA ship in the water

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**ASM Maritime/XT Holdings**

Release Management Plan

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Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date** | **Created / Modified By** | **Remarks** |
| V\_0.1 | 18.09.2024 | Jacob R | Initial draft |
| V\_0.2 | 19.09.2024 | Tomcy Joseph |  |
| V\_0.3 | 20.09.2024 | Hakkeem/Vivek |  |
| V\_0.4 | 30.09.2024 | Tomcy/Hakkeem/Vivek |  |

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# **Release Management Workflow**

## **Steps in Release Management Workflow**

A Release Management workflow typically involves the following key steps:

1. **CR / Bug Identified**: Client-reported bugs and Change requests (CR) are documented and tracked via JIRA tickets for prompt resolution by the Mariapps team.
2. **New feature and Enhancements:** Requirements for new features and enhancements are communicated by the BA to the client along with the estimated development effort and timeline. Development will commence upon client confirmation.
3. **Planning**: Establish the release scope, objectives, and timeline to align stakeholders on project deliverables.
4. **Development Phase**: Execute the development of new features, implement bug fixes, and perform updates in accordance with specified requirements.
5. **Testing**: Conduct comprehensive testing phases, including functional and non-functional testing, as well as regression suites, to ensure the highest standards of quality and functionality. Prepare Release notes and Test cases (CR)
6. **Deployment Preparation**: Prepare and outline a deployment strategy for the implemented changes, including detailed rollback procedures to mitigate potential issues.
7. **Release Approval**: Obtain necessary approvals from management and the client to proceed with deploying changes to higher environments.
8. **Deployment**: Implement the release plan, deploying the approved features and fixes to the production environment.
9. **Post-Release Monitoring**: Actively monitor the production environment for any issues post-deployment and collect user feedback for continuous improvement.
10. **Review and Documentation**: Perform a thorough analysis of the release process and ensure that all release notes are updated and accurately reflect the changes made to the environments (Both preprod/UAT and production).

## **Release Approval Checklist**



|  |  |  |
| --- | --- | --- |
| **Release to QA Env.** | **UAT/Preprod Release Approval Checklist** | **Prod Release Approval Checklist** |
| **MA**   * Executive summary * Functional / Non-Functional Scope * Build Scope * Modules impacted * Infra / Configuration Changes * JIRA Ticket Reference | **MA – Release Notes**   * Executive summary * Functional / Non-Functional Scope * Build Scope * Modules impacted * Infra / Configuration Changes * JIRA Ticket Reference   **MA : QA Testing Sign off**   * Functional Testing * Regression Testing * Performance Testing | **MA – Release Notes**   * Executive summary * Functional / Non-Functional Scope * Build Scope * Modules impacted * Infra / Configuration Changes * JIRA Ticket Reference * Client Confirmation   MA : **PreProd Testing Signoff**   * Functional Testing in QA a& Preprod * Regression Testing in Preprod * Performance Testing   **MA:** **Release Plan to client** |
|  | **Release Approval:**  1st Approver: Jobi/Tomcy  2nd Approver: Jacob | **Release Approval:**  1st Approver: Jobi/Tomcy  2nd Approver: Jacob |

**Note:** For **Production Hotfix,** Hotfix details should be updated in the existing RN with the heading *Hotfix*, the same should be updated in the *Hotfix Excel Tracker*.

The Approval Workflow is the same.

## **Approval Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Bug fixes/CR** |  |  |  |  |  |
| **Release Approvals** | Jobi/Tomcy/Jacob | Jobi/Tomcy/Jacob | Jobi/Tomcy/Jacob | Jobi/Tomcy/Jacob | Jobi/Tomcy/Jacob |
| **Release Plan Updating to SP** |  |  |  | Release plan mail will be sent to the team for the release planned for the upcoming week. | Final day to update release plans and documentation (EOD).  If any JIRA tickets have any dependency, it should be communicated to the support team through mail and the same should be updated in the JIRA by support team. |
| **Informing Client** | List of planned releases sent to the client for review (Before 12.00 Noon) |  |  |  |  |
| **TM Approval** | Support team will send dependency check mail to the TM to confirm the release. QA team will raise the ticket to DevOps only after this confirmation from TM. |  |  |  |  |
| **Client Approval** |  |  |  |  | Final day for client approval of releases (EOD) |
| **Release to Production** | Deploy changes to the Production (After hours) |  |  |  |  |

**Note:**

* The support team will provide the confirmation from the client to proceed with production release, and the status of the ticket will be changed to Ready for production.
* If Monday is a holiday, the next working day will be considered as the production release day.
* Vessel Release should be done between 1 to 10 of every month.
* Once the fix or changes are released in production, the release status should be updated in the release plan by the QA. After only support will update in the JIRA ticket and changes the JIRA status to Resolved Awaiting confirmation.
* Whenever there is a configuration/setup needs to be done in front end, either for CR/Bugfix and the same needs to be done by the client. MariApps will assist the client for the same.
* For Vessel build, the support team are updating 3 vessels, and the client will monitor it for 2-3 weeks before proceed to update the entire fleet by client. Whenever there is an offline batch file required for vessel build, MariApps always tries to provide the consolidated batch file for the fixes available of all modules.
* Screenshots are available in the release note for CR/Enhancement, and bugfixes we will be included if it is applicable.

## **Flow Diagram (Bugfix)**

A group of colorful rectangular objects

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### **Flow Diagram for Bugfix in QC perspective**

A diagram of a software project

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### **Flow Diagram for CR in QC Perspective**

A diagram of a test

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⬛ ⬛ Completed ⬛ ⬛