

**DOCUMENTATION CHANGES ONLY RELEASE PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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| --- | --- | --- | --- |
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**REVISIONS**

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# OVERVIEW

## Description

This procedure produces a release for a system in sustainment that is fixing Deficiency Reports (DRs) or adding new requirements that only change system documentation. A “Documentation Changes Only” release is defined as a release that has no updates, additions or deletions to code interpreted or executed by the system or to data that may affect the execution of the system.

## Entry Criteria

Complete the following before beginning this procedure:

* Proposed solutions to DRs or new requirements for a system in sustainment
* Approval by the Configuration Control Board (CCB) for the new release and baseline changes for all new requirements and Class I DRs
* Decision by the Program Manager that the release satisfies the definition of a “Documentation Changes Only” release

## Exit Criteria

The following work products are a result of completing this procedure:

* Approval for the “Documentation Changes Only” release
  + Updated Documentation
  + Updated Product Baseline
  + Release Letter
  + Release Package
  + Product Baseline and Release Package delivered to the Product Distribution Function
  + Signed Documentation Changes Only Release Approval Form

Or

* Rejection of the request for the “Documentation Changes Only” release

# PROCEDURE STEPS

## Project Manager

**Submit DRs for a “Documentation Changes Only” release.**

Determine which DRs fit the definition of a “Documentation Changes Only” release. List the DRs on the Documentation Changes Only Release Approval Form and submit the form to the Test Function.

## Test Function

**Verify that this is a “Documentation Changes Only” release.**

Examine the proposed changes that address the DRs and determine that those changes will not affect the execution of the system and that Integrated Developmental Test and Evaluation (IDT&E) and Operational Test and Evaluation (OT&E) are not necessary to reduce the risk of adding system defects. If the changes do not meet the criteria for a “Documentation Changes Only” release inform the project manager that these changes will have to be made through a normal release. This action terminates this procedure; otherwise, sign the Documentation Changes Only Release Approval Form approving the decision and distribute it to the Project Manager and the Product Distribution Function.

## Project Manager

**Prepare and submit the release request letter and the final release package.**

Prepare and submit the Release request letter to the Test Function. Prepare and submit final release package by assembling package items. Refer to Product Distribution Procedure, Turn In and Release Guide, Version Description Document Guide, Version Description Document Form, and Release Turn-In Certification Form. Place all documents in the Release Package and the Documentation Changes Only Release Approval Form under Configuration Management (CM).

## Project Team

**Make the Configuration Control Board (CCB) approved documentation changes.**

Make the proposed changes and peer review the changes. Associate the changes with a new release in the Product Baseline approved by the CCB.

## Test Function

**Edit documentation changes.**

Edit the documentation changes to ensure they conform to governing standards and policies. Provide the final updated documents to the Project Configuration Manager. Provide the updated documentation (PDF format) and the Release Package to the Product Distribution Function to distribute to the customer following the Electronic Product Distribution Procedure.

## Project Configuration Manager

**Place revised documentation under CM.**

Incorporate the revised documentation into Project CM library and electronically notify all affected parties. Maintain an artifact file on all documents and their associated change history.