**Production Release Process**

**Release Manager:**

**Release Date:**

**Release Version:**

For all future releases to production, below steps should be taken by Release Manager:

1. List out the jira tickets to be released in production and send out an email to entire dev team. Jira tickets include new enhancements and production bug fixes. Each developer should make sure that his jira tickets are included in the list and if not, then reply to the same email with his jira tickets.
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - List of JIRA Tickets**
2. Make sure that all jira tickets are in correct state. All test results should be updated on jira ticket and status should be verified on test. Should follow up with the team proactively by sending a reminder email daily for the same till the release date.
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - Update Status of JIRA Tickets**
3. Send email to Clients with list of jira tickets which are verified on test and ready for release.
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - List of JIRA Tickets**
4. Schedule a demo to review the changes to be released.  Must include Catherine, Jonny, Hina and Zach on the review.
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - Demo Schedule**
5. Send email to Catherine asking for sign off and wait for the same.
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - Sign Off**
6. Deploy and update status of the Jira tickets and send email to entire team including dev and clients both
   1. **Email Subject: [URGENT] - Production Release - <Release Date (MM/DD/YYYY)>\_<Release Version> - JIRA Tickets Released**
7. Tag the release in gitHub.

**Release Manager Rota:** (Alphabetical order)

1. Manish
2. Rohit
3. Sandra
4. Shipra
5. Siddharth
6. Vimal
7. Yogananda