# End of Sprint Checklist

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| Task | Details |
| Update MyVariables | * CopyrightMonth * VersionNumber * CopyrightYear – once a year |
| Release Notes | * Assign Master Page = ReleaseNotes.flmsp * SME reviews * Post in Slack channel after Jane’s first/second pass |
| What’s New list | * SME reviews |
| Upgrade dates | * Review Stevie’s calendar |
| Link to topics from Release Notes | * As required |
| Run Flare Analysis reports | * Broken links, topics not in TOC |
| Generate PDFs  Review PDFs | * User Guide * Admin Guide * Sales * Profitability |
| Copy PDFs to Resources/PDFs folder | * Copy 4 PDFs |
| Publish to staging site and review |  |
| Ask Ann to copy Help files to prod | * Create task |