SERVICE, VERSION _____

RELEASE

COMPLETE CURRENT SPRINT	
ALL CHANGES ON DEVELOP BRANCH (UNMERGED FEATURES?)	
CHECK VERSION NUMBER IN CHANGELOG FILE	
CHECK RELEASE DATE IN CHANGELOG FILE	
CHECK VERSION NUMBERS IN FILES (package.json, build.gradle, ...)	
DOES LICENSE FILE EXIST	
CREATE RELEASE BRANCH	
START NEW SPRINT	

DEPLOYMENT

LOCAL BUILD WITHOUT ERRORS	
CI/CD ENVIRONMENT ACCESSIBLE	
BUILD ON CI/CD ENVIRONMENT WITHOUT ERRORS	
CORRECT VERSION DEPLOYED ON TEST ENVIRONMENT	

TEST

ADD TEST INSTRUCTION TO ISSUE / FOR FEATURE	
PREPARE TEST DATA FOR TESTING	
ASSIGN ISSUES / FEATURES FOR TESTING	

ROLLOUT

CORRECT VERSION DEPLOYED ON PRODUCTION ENVIRONMENT	
FINISH RELEASE (MERGE BRANCH INTO DEVELOP AND MASTER)	
TAG VERSION ON MASTER BRANCH	
DELETE RELEASE BRANCH	
SEND RELEASE LETTER IF NECESSARY	