

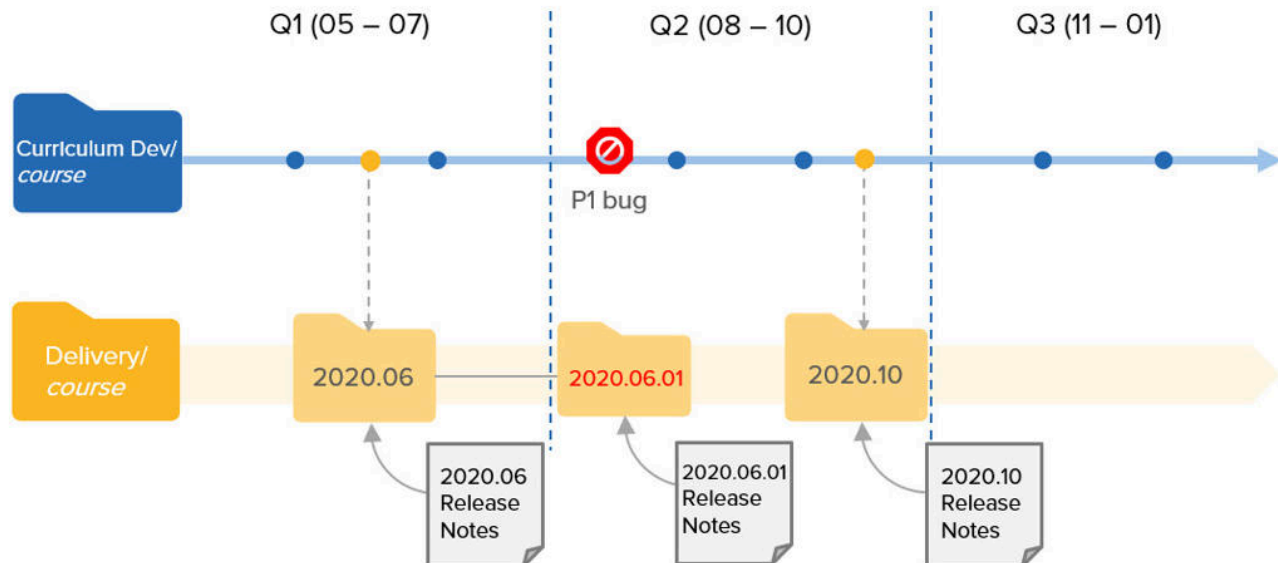
ILT Quarterly Release Management

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Release Management Process

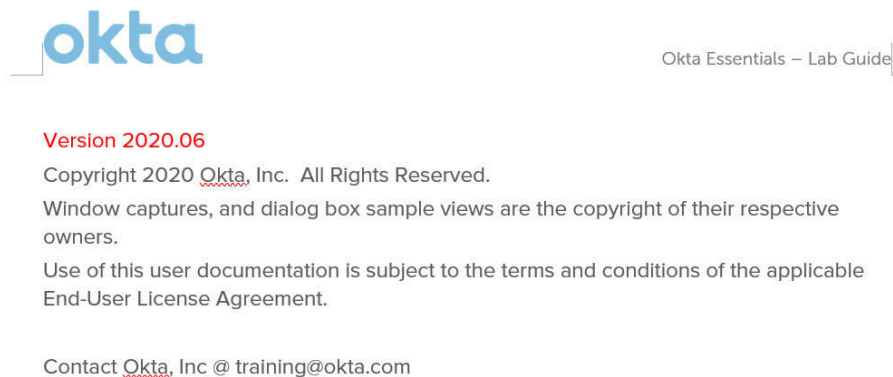
	Plan Release	Work on Release	Prepare Release	Deploy Release
Major Releases	<ul style="list-style-type: none">• Lay out a plan for the quarter using wiki page• Create JIRA tickets	<ul style="list-style-type: none">• Develop & test (For major update, consider run a beta teach)• Update JIRA tickets	<ul style="list-style-type: none">• Create PDF files• Close JIRA tickets• Create release notes	<ul style="list-style-type: none">• Deliver to production• Notify instructors• Notify partners & contractors
Minor Releases (P1 only)	Create JIRA tickets	Fix bug	<ul style="list-style-type: none">• Create release notes• Create PDF file(s)	<ul style="list-style-type: none">• Deliver to production• Send notification

How Does It Work?



Major Release

1. In the **Curriculum Development/**<course> directory, freeze the development for the quarter.
2. Create a sub-folder and name it with a major version number in the format of <year>. <month>, e.g. 2020.06.
3. Copy the master files (student guide, lab guide & practical guide) to this major release folder.
4. In the copyright section of the student guide, lab guide & practical guide, add the major version number.




5. Create the Release Notes:

- a. Copy [Course Release Notes Template - Major Release](#) into your course's wiki workspace.
- b. Edit using the information from the maintenance plan wiki page and Jira tickets.
- c. Export the page to PDF and place the file in the major release folder.




6. Move the major release folder to the **Delivery/<course>** directory.
7. Continue the development for the next quarter release in the **Curriculum Development/<course>** directory.

 To prevent unintentional edits, lock the released source files in the major release folder.

 The process of creating student PDF files is unchanged.

Minor Release (P1 bug fix for previous versions only)

1. In the major release folder in the **Delivery/<course>** directory, create a sub-folder with a name in the format of *<major version #>.<minor version #>-DRAFT*, e.g. 2020.06.01-DRAFT.
2. Copy the lab guide from the major release folder to this minor release folder, and edit the file.
3. Once completed, in the copyright section of the lab guide, update the version number in the format of *<major version #>.<minor version #>*, e.g. 2020.06.01.
4. Create a minor release notes (similar steps as creating the major release notes) and place the PDF file in the minor release folder, and then remove “-DRAFT” from the folder name.
5. If the bug fix applies to the next major version that you're currently working on, merge the changes back to the master files in the Curriculum Development/<course> directory.

 The major version uses Calendar Versioning, a date-based versioning scheme; the minor version adopts the sequence-based versioning scheme which means the the number increases numerically.

Resources

- [Release Notes template](#)
- [FY21 Edu Content Maintenance Strategy](#)