

Production Release Handover

1. Deployment document here
 - a. [Production Releases - Draft](#)
2. To summarise deployment process
 - a. Once stories have passed test in UAT developers should update Jira status to 'Ready For Live' and mark as ready to promote - view stories here https://citation-qms.lightning.force.com/lightning/o/copado__User_Story__c/list?filterName=00B4G000009iLLQUA2
 - b. Release manager then goes to pipeline manager and will see a forward arrow on the UAT org, click on this to see stories to deploy to pre-prod - note to select test level correctly, if have apex and do not select anything think it defaults to a full test run
 - c. Note due to Copado's branching model with independent feature branches picking off individual stories might not always work due to dependencies and need to be aware of implications
 - d. When deployed to pre-prod release manager mark them as ready to promote and repeat process for live deployment
3. All apex tests on production should be fixed and the test level in Copado to be set for run all local tests on pre-prod and production - Jira

☒ **SPA-738** - Test failures on production

ticket here

WASTE

4. Group org has it's own separate pipeline but this is managed from the performance org - there are some list views on the credentials /environment etc. prefixed with Grp
5. I would advise against using the hotfix sandbox for now until we clarify its usage
6. Pull request issues - ensure users are aware of this article <https://docs.copado.com/article/33oki5aws8-pull-request-shows-changes-unrelated-to-the-components-committed-on-the-user-story>
7. Jira project sync - you can see the settings for this under the Copado projects - some of the sync is configured at the Jira end, I would ask Andy about this
8. Permissions and licenses
 - a. Admin license to be assigned to Vazeer - license manager here https://citation-qms.lightning.force.com/lightning/n/copado__Account_Summary
 - b. Other thing to be aware of is the sharing on the credentials - look at the share button - shares credentials with Copado-Developers and /or Copado_Release_Managers
 - c. There is Copado permission set group [Copado_Developer](#) which contains the standard permission set and a custom one for any custom fields we add etc.
 - d. We also have some plan licenses that allow users to view User Stories etc. but not deploy - I was assigning them some Copado Plan Viewer permission set
9. Git permissions - I have assigned Vazeer write permissions on both repos but to be used only on occasion and with caution and only on a feature or promotion branch never an environment branch. Everyone else should have triage permissions only
10. Still some outstanding items on pipeline
 - a. Validation rule for stories with manual task only
 - b. Git pull request formatting issue - sometimes showing fake changes - maybe tweak the whitespace setting in the pull request setting
 - c. Jira sync for group org - just create them manually directly in Copado for now and update the Jira key
 - d. Cheat sheet and LWC
 - e. Hotfix automation -
 - f. Repo backups - wait until after I am back
11. Back promotions - suggest these are done weekly from Monday - Christian advises against mass back promotion for now check this document <https://docs.copado.com/article/phme63pfu-considerations-and-best-practices-when-back-promoting>
12. Support from Christian for a remaining period then go onto tech support - limited list of users who can raise cases. Questions to Christian to be triaged first by admin team (Ben)
13. Think about nominating a Copado champion(s) per sprint team?