

## Production Releases Process Summary

1. Story is signed off in UAT – BA (or whoever is engaging with the business) attaches the UAT sign off to the Jira story and marks as Ready for Live
2. If there are any concerns about business readiness to deploy then a comment should be left on the ticket and the BA works with the developer and Rob/the PM to work out a deployment plan
3. Assuming a deployment plan does not need to be co-ordinated with the business, the developer can see the story in Ready for Live and should check there are no technical dependencies that would prevent release. If there are technical dependencies then the developer needs to raise with the Production Release Manager and Rob/the PM
4. If no dependencies, the developer should immediately mark the Copado story as Ready to Promote
5. In the next release, the Release Manager will include all stories marked as Ready to Promote in the deployment however if he can see any issues in a story being included this should be discussed.
6. Suitable communications should be send out for the release before and after as required