# Comprehensive Reference: Component and Release Version Guide

### Clean Up and update Releases

#### Overview-

- Rename all current and future releases to standard release naming convention.
- Add appropriate **description** and **target release date** to **current** and **future** releases.
- Mark as Released any release that is in the past.
- Add Change Request number in the description associated with the release.
- All releases must be created under the release tab only

### Steps-

- In SNOW, identify your CMDB Alias for each BAP in your Jira project (example: OFUS). If CMDB Alias is not defined for a BAP, have the MDO for the BAP assign one in SNOW.
- In Jira, go to the Release tab/view under your Project board and select the Unreleased quick filter.
- 3. For all Unreleased releases/versions:
  - Update the release name to CMDB Alias followed by corresponding CMDB Version Number (both target CMDB version and Jira Release number need to align). Examp le: HCP 2.2
  - b. )Update the Release **Description** summarizing the release headlines.
  - c. For a future release, ensure an End (Release) Date is specified.
  - d. For an unclosed past Release, select it, then click on Actions and then on Releas
    e to close it.

# Agile Role and Responsibility



**Accountable**: Personnel who will be performing the Activity

Responsible: Personnel who will ensure the Activity is completed

### Create/Assign Components by BAP

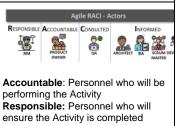
#### Overview-

- Jira Components are here identified and created to identify areas of functionality for each BAP in the Jira project.
- Areas of functionality could, for example, include elements of Infrastructure, Compliance, Architecture or Logistics
- The default assignee of the component helps in allocating the assignee for the issue to which the component is attached.
- The components offer more flexibility, for example, if an issue is for Infrastructure implementation as well as for compliance purpose, the issue can have both the components attached to it.

### Steps-

- For each BAP in Jira Project, identify and create Components under the Component view in Jira to represent this BAP functionality (see JN16 for examples) For each Component identified:
  - Name it starting with its associated BAP SNOW Alias followed by a space and a single whole word component name (no abbreviation). Example: OFUS Compliance
  - b. Add an appropriate **Description**.
  - c. Add a component Lead and Default Assignee (if applies).

## Agile Roles and Responsibilities



ONLY A PROJECT ADMIN CAN CREATE A COMPONENT.