

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.
- 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). Example: **HCP 2.2**
 - Update the Release **Description** summarizing the release headlines.
 - For a **future release**, ensure an **End (Release) Date** is specified.
 - For an **unclosed past Release**, select it, then click on **Actions** and then on **Release** to close it.

Agile Role and Responsibility

Agile RACI - Actors

RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
			
RM	SC MASTER	DEV DEVELOPERS QA	PO PRODUCT OWNER

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**
 - Add an appropriate **Description**.
 - Add a component **Lead** and **Default Assignee** (if applies).

Agile Roles and Responsibilities

Agile RACI - Actors

RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
			
RM	PO PRODUCT OWNER	QA	ARCH ARCHITECT

Accountable: Personnel who will be performing the Activity

Responsible: Personnel who will ensure the Activity is completed

ONLY A PROJECT ADMIN CAN CREATE A COMPONENT.