

- ☒#artifact# Deployment Plan
- ☒#checklists# Deployment Plan

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#artifact# Deployment Plan

Summary

A deployment plan is used to document all the information needed by deployment engineers to deploy a release successfully.

Purpose

The purpose of this work product is to capture, in one document, the unique information that will be consumed by deployment engineers before and during the deployment to production of a particular release package.

Description

• Main Description

The deployment plan should contain the unique instructions for deploying a particular version of a product. By "unique instructions" we mean those things that are not part of a deployment engineer's normal procedures. Rather, they often are specific procedures and timing constraints that a deployment engineer should be aware of as they are rolling out a particular release.

While a draft version of the deployment plan is typically developed by a development team, the deployment engineer is responsible for its contents and existence. A deployment plan normally consists of the following sections:

- The scope of the release and a general overview of the capabilities to be deployed
- The timing and dependencies for deploying **components** to various **nodes**.
- The risks or issues associated with the release based on a risk assessment
- The customer organization, stakeholders, and end user community that will be impacted by the release
- The person or persons who have the authority to approve the release as "ready for production"
- The development team members responsible for delivering the release package to the Deployment Manager, along with contact information
- The approach for transitioning the release package to the Deployment Engineer, including appropriate communications protocols and escalation procedures
- The success criteria for this deployment; in other words, how will the Deployment Engineer know that the release is successful so it can report success

More Information

- **#checklists# Deployment Plan**

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#checklists# Deployment Plan

Summary

This checklist is used to verify that a Deployment Plan is created in a correct and consistent manner.

Main Description

By answering a set of generic questions (who, what, when, where, why, and how), deployment planning can go a long way to make a release a satisfying experience. Some questions to be considered are indicated by the check items below:

Check Items

- **Who are the end users of the features to be released?**

Do those end users require any special training?

- **What features must be deployed?**

What features will make this release valuable to the end user community? What components are included in the release package?

- **When do the features need to be available?**

When must the deployment be completed and tested?

- **Where are the end users located?**

Are end users distributed or in one location, and are their infrastructure configurations the same or different?

- **Why is the release taking place?**

Is the deployment needed to resolve an issue or is it required to provide new functionality that has been requested?

- **Who will support the release after it is deployed?**

Do support personnel have all the information and training necessary to provide quality support?

- **When is the release "done?"**

How will the team know that the release was successful and when the deployment is finished?