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EWS_Documentation_Process

EWS Versioning Strategy

- Announcement Sent to Customers
 - ♦ major version - announced 60 days prior to sandbox release
 - ♦ minor version - announced 14 days prior to sandbox release
- Sandbox Release
 - ♦ major version - released 30 days prior to production release
 - ♦ minor version - released same date as production release
- EWS documentation is published to tech portal with the sandbox release
- Once a new version is released to production, the old version is deprecated after 90 days.

EWS Documentation Process

- Usually, we have 3 weeks QA time between Code Freeze (T) and Sandbox launch.
- The following documentation process is subject to change if we need more or less Doc or QA time.

Step	Description	Ownership	Timeframe
Doc Start	Start writing docs mid-way or later through coding process	Tech Writer	T-14
Code Freeze	Finalize code	Engineering	T
Cruisecontrol	Make sure Cruisecontrol is up and running	James Couball	T
Doc Draft	Complete the docs and close all open tickets	Tech Writer	T+7
Create tech portal ticket	Create Tech Portal ticket and assign to Dave Owen	Chris McNeal	T+8
Review Doc	Review docs on Cruisecontrol	Yaron Eliot (TAMs and QA)	T+8 to T+13
Create doc tickets	Create doc tickets for problems found during review	Yaron Eliot (TAMs and QA)	T+8 to T+13
Update docs	Update docs and close the doc tickets	Tech Writer	T+8 to T+14
Verify doc tickets	Verify doc tickets	Yaron Eliot	T+15 to T+16
Signoff docs	Close all doc tickets and signoff	Ittai Shadmon	T+17 to T+18
Zip docs	Build and zip the docs and send the zipped file to Chris McNeal	Engineering	T+18
Post Docs	Post docs to Tech Portal staging area	Dave Owen	T+19 to T+20
Verify Docs	Verify docs on Tech Portal staging area	Tech Writer	T+20
Launch Docs	Launch docs on Tech Portal - Mon/Wed/Fri ONLY	Dave Owen	T+20
Launch to Sandbox	Launch EWS to Sandbox	Engineering	T+21
Launch to Production	Launch EWS to production	Engineering	T+51

- Appendix:

Generating Docs For Tech Portal <http://twiki.corp.yahoo.com/view/Sponsrch/GeneratingDocsForTechPortal>

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