To start with we are taking following assumptions:

1. There is one GIT repo being used for all the 3 instances Dev, Staging and Prod
2. All the instances are at same level, means all code files and DBs on Dev, Stage and Prod will be same on day 1. Considering this means cone of dev server branch will get KTDevs/Themers all the dev sites and live sites.
3. **Dev** and **Live** branch are cut out from the master branch (which always sits on the prod server)

Workflow we are going to follow:

1. On Day 1 all the KTDevs/themers will clone **Dev** branch. All the live sites and dev sites will be cloned to local machines for each dev and themer
2. Each KTDev create a branch and switch to newly created branch. Keeps working on the branch and commit changes EOD. Themers checkout the specific branch they have to work on and make changes commit code.
3. Once the site is ready for review for Page1, the same will be intimated to Page 1. KTDev will
4. Till now the code has not been merged to main **Dev** branch only deployed. Page 1 writers, Optimizers will work on the Dev URL itself. One thing we would like to query here is, **if one KTdev deploys his branch on dev server his changes will be reflected on the Dev URL.** **In case another KTDev deployes his branch on dev server will the changes of KTdev1 will be remain or lost on the Dev URL?**
5. Any changes to be made during Internal Review process will be done on the branch and pushed to repo.
6. Once all is done and confirmed the branch will be merged to **Dev** branch. This makes the Dev branch code different from Staging (Live branch) and Production (Master Branch). Before merging KTDev will checkout/switch to Dev branch and take a pull (this will get any changes on the local machine that were committed and merged to **Dev** branch by any other KTDev) and then merge the specific branch with **Dev** branch. Hope this is right
7. Now we will need the steps to push the newly completed dev site to staging server. Will this be done by merging **Dev** branch to staging or we need to create a tag on **Dev** branch and deploy that tag on Staging server.
8. QA will test the site on Staging URL (need process to know the staging URL of any particular site and will any changes to settings.php to be made?). This will be final round testing before going live.
9. Once QA is passed then site needs to go live. Again the repeat of step 7. Need help on putting code on live server. Should the Live branch merged to Master or a tag to be created and deployed on live server. URL creation for live server.
10. Daily tasks on live sites will be done on the Master branch itself. KTDev will switch the live site and pull the Master branch. Create a new branch, work on it and then merge it back on Master branch and check changes on live site. One of the KTDev will have to keep the staging server (Live Branch) and dev server (Dev Branch). For this KTDev will need to pull Master branch on Live and Dev branch on daily basis. Hope this is the right process.