**{product\_name} - {release\_version}**

**Release Information**

* Release Type: {release\_type}
* Status: {status}
* Deployment Date: {deployment\_date}
* Deployment Time: {deployment\_time}
* Deployment Duration: {deployment\_duration}
* Downtime: {downtime}
* Resources Responsible: {resources\_responsible}

**Systems Impacted**

{#systems\_impacted}

* {system\_name} ({environment}) {/systems\_impacted}

**Tasks**

{#tasks} {task\_type}: {description} - Owner: {owner} (Status: {status}) {/tasks}

**Target Servers**

{#target\_servers}

* {server\_name} ({environment}) {/target\_servers}

**Known Issues**

{#issues}

* JIRA: {jira\_item}, SF: {sf\_solution}, Comments: {comments} {/issues}

**Pre-Deployment Tasks**

{#pre\_deployment\_tasks}

* {description} - {owner} (Staging: {staging\_complete}, Prod: {prod\_complete}) {/pre\_deployment\_tasks}

**Deployment Risks & Remediation**

{#risks} Risk: {risk} Remediation: {remediation} {/risks}

**Approvals**

{#approvals} {team}: {primary\_approver} - {status} {/approvals}