Plan for Process improvement

Get a checklist that contains

1. Table lists where engineers can put all the update file (SQL) for that release we are working on
2. List of any updates anyone should pay attention to (how the story should be executed)
3. Actions engineers should take care of or pay attention to (during release time)
4. Steps we should follow whenever we are in release time (which one should be exec first, db or deploy or content)