**Subject:** Assignment Protocol for Subtasks in Jira – Important Update

Dear Project Managers,

I hope this message finds you well.

As we continue transitioning from Azure Boards to Jira, I want to ensure that we maintain consistency and clarity in how subtasks are assigned across all projects.

Please adhere to the following standard practice moving forward when creating new user stories:

* **Development-related subtasks** should be assigned to the respective **developer**.
* **Testing-related subtasks** should be assigned to the appropriate **QA/testing resource**.
* **Release to UAT** must be **assigned to *Navya Sree***.
* **Release to PROD** must be **assigned to *Prem Kumar Malepati***.

**Kindly note:**  
Both **Release to UAT** and **Release to PROD** tasks are critical deployment activities and should be owned by the DevOps team to ensure process compliance and minimize risk during the release cycle.

We appreciate your attention to this and request that you communicate this standard with your respective teams. If you have any questions or require clarification, please feel free to reach out to me directly.

Best regards,  
**Saranya [Last Name]**  
Manager – DevOps & Release Management  
Lakeview Loan Servicing, LLC