

Project Plan for Release Management

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Outcomes

Ex: Scholars will have access to the collations for texts A, B., and C and to the digital surrogates.

Ex: Students and teachers will have three new teaching texts D, E, and F.

Ex: Colleagues will be able to cite their work in time for annual review.

Ex: Our grant writer will be able to point to the latest release with its snazzy new logo in our grant application.

Ex: Users will have access to new feature X.

Objectives

Finish edition of A.

Finish edition of B.

Finish edition of C.

Deliverables

- Collations for A.
- Collations for B.
- Collations for C.
- Linked digital surrogates of A.
- Linked digital surrogates of B.
- Linked digital surrogates of C.
- Modern text of D.
- Modern text of E.
- Modern text of F.

Tasks

- Make collation file A and add witness list and metadata.
- Collations for A. [Break down into subtasks if/as necessary]
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- Clear Diagnostics
- Make WARC file
- Release static site
- Social media announcements
- Run new release through Wayback Machine

Timeline

Usually best done in a Gantt chart or on a calendar

	Week 1	Week 2	Week 3	Week 4	Week X
Co-PI 1	Peer review D	Peer review F Check collations B	Job	Job	Proof metadata
RA1	Clear diagnostics	Encode D	Encode collations B	Proof collations A	Proof links
RA2	Clear diagnostics	Encode E	Encode collations A	Proof collations B	Proof
Co-PI 2	Peer review E	Check collations A	Job	Job	Proof
PM	Make release checklist and assign tasks	Job	Job	Job	Write release notes.
Designer	Implement new logo				On deck for fixes
Developer	Ensure that new feature X works				On deck for fixes. Release static build