**🧩 Technical Lead Responsibilities (Step-by-Step)**

**1. Requirement Analysis**

* Collaborate with product owners to understand business needs.
* Translate requirements into technical tasks and architecture.

**2. Design & Architecture**

* Define system architecture and integration points.
* Ensure scalability, security, and maintainability.
* Review design documents and provide guidance.

**3. Development Oversight**

* Assign tasks to developers and track progress.
* Conduct code reviews and enforce coding standards.
* Resolve technical blockers and mentor team members.

**4. Testing Strategy**

* Define unit, integration, and system testing approaches.
* Ensure automation coverage and test data readiness.
* Coordinate with QA for defect triaging.

**5. Environment & CI/CD**

* Ensure environments (Dev, QA, UAT, Prod) are ready.
* Set up and maintain CI/CD pipelines.
* Validate build and deployment scripts.

**🚀 Release Lead Responsibilities (Step-by-Step)**

**1. Release Planning**

* Define release scope, timelines, and dependencies.
* Coordinate with stakeholders (Dev, QA, Ops, Business).
* Create and maintain a release calendar.

**2. Release Readiness**

* Conduct release readiness reviews.
* Ensure all features are tested and signed off.—on mail
* Prepare release notes and rollback plans.--runbook

**3. Deployment Coordination**

* Choose deployment strategy (blue-green, canary, etc.).
* Monitor deployment progress and logs.
* Validate post-deployment with smoke tests.

**4. Post-Release Monitoring**

* Track performance and error logs.
* Coordinate with support for incident handling.
* Collect feedback and initiate hotfixes if needed.

**5. Documentation & Retrospective**

* Archive release artifacts and notes.
* Conduct release retrospectives to capture lessons learned.
* Share insights with teams for continuous improvement.

**🛠️ Tools You Might Use**

| **Purpose** | **Tools** |
| --- | --- |
| CI/CD | Jenkins, GitHub Actions, Azure DevOps |
| Issue Tracking | Jira, Trello, Azure Boards |
| Monitoring | Grafana, Prometheus, ELK Stack |
| Documentation | Confluence, Notion, SharePoint |
| Testing | Selenium, JUnit, Postman |