Format for Release Notes:

# About this document

* This document lists the format for sending release notes at the time of each deployment.
* Each release note shall follow this format going forward to ensure easy understanding and consistency, to make is easier for customer to read the notes and understand the changes quickly.
* Please make a copy of this file while creating a new release note and make changes to that file.
* A downloadable copy of this file will be available on the support-center.
* Please ensure you remove comments, highlighted text, etc. when you export the file.
* It is recommended that a PDF file be sent out, but depending on the context, DOCX may be acceptable.
* Do not change the font of the document or any styling. This is for the sake of consistency across all deployments.
* Nomenclature for release note:
  + Release-note\_youtrack-ticket-id\_release-date
  + E.g. release-note \_ SQL-1234 \_ dec-31-2000
* Please follow this nomenclature for easy looking up of previous releases.

Release Notes

**Project Name:** [Insert Project Name]

**Release Version:** [vX.X.X]

**Release Date:** [DD/MM/YYYY]

**YouTrack/JIRA Ticket ID**: [TICKET-1234]

# 1. Overview

**Purpose of the Release:**

[Briefly describe the purpose of this release. Is it a major feature update, bug fix, performance improvement, etc.?]

**Release Against CR:**

[Insert Customer Request ID]

# 2. Key Highlights

[Summarize the most notable updates in this release.]

## New Features

|  |  |
| --- | --- |
| Feature Name | Description |
| Feature 1 | Description 1 |
| Feature 2 | Description 2 |
| Feature 3 | Description 3 |

## Enhancements

|  |  |
| --- | --- |
| Enhancement Name | Description |
| Enhancement 1 | Description 1 |
| Enhancement 2 | Description 2 |
| Enhancement 3 | Description 3 |

## Bug Fixes

|  |  |
| --- | --- |
| Bux Fix Name | Description |
| Bux Fix 1 | Description 1 |
| Bux Fix 2 | Description 2 |
| Bux Fix 3 | Description 3 |

# 3. Detailed Changes

## 3.1 New Features

The following features were implemented [partially/fully] during the current deployment:

### Feature 1.

**Name of the Feature:**

[insert name here]

**Feature ID:**

[insert feature ID here]

**Feature Description:**

[insert what the feature is all about.]

**Impacted modules/services:**

* Module 1: [impact}
* Module 2: [impact]
* .
* .
* .
* Module N: [impact]

// Copy this section for all subsequent features.

## 3.2 Enhancements

The following enhancements were made to the following existing modules, services, views, and dahsboards.

[Describe improvements made to existing functionalities or performance optimizations.]

### Enhancement 1.

**Name of the Enhancement:**

[insert name here]

**Enhancement ID:**

[insert enhancement ID here]

**Enhancement Description:**

[insert what the feature is all about.]

**Impacted modules/services:**

* Module 1: [impact}
* Module 2: [impact]
* .
* .
* .
* Module N: [impact]

// Copy this section for all subsequent enhancements.

## 3.3 Bug Fixes

The following is a detailed list of the issues (both known/new) that have been addressed in this deployment.

**Issue ID**

[BUG-1234]

**Description of the Issue**

[Issue description]

**Resolution Summary**

[How it was resolved.]

[Impact of the resolution]

// Copy this section for all subsequent bug fixes.

## 4. Impact Analysis

## Impacted Services/Modules:

[List the modules or services affected by this release.]

// Include only the list of impacted modules or services. Their details have been covered

// previously.

## Backward Compatibility:

[State whether the release is backward compatible or has breaking changes. If there are breaking changes, specify details and mitigation steps.]

## Dependencies:

[Specify any dependencies for this release, such as libraries, APIs, or third-party integrations.]

# 5. Deployment Notes

## Pre-deployment Checklist:

* Task 1
* Task 2
* Dependency 1
* .
* .
* .
* Action item n

// Include all items in the checklist at the start of the sprint.

## Post-deployment Checklist:

* Task 1
* Task 2
* Dependency 1
* .
* .
* .
* Action item n

// Include all items in the checklist at the end of the sprint.

// examples of items:

// Verify functionality of new features

// Validate critical workflows

// Monitor for errors or performance issues

# 6. Known Issues

[List any known issues that exist in this release, along with potential workarounds.]

// Also list those issues that have been present previously, but were not addressed during

// the current release.

**Issue ID**

[insert issue ID here]

**Description**

[Brief description of the issue.]

**Workaround**

[Steps for the workaround.]

# 7. Additional Notes

[Include any additional information that users or stakeholders need to know, such as future enhancements or release timelines.]