EX-SELL

Release Plan

Version 1.1 approved

Prepared by Zenith

Yiu Hong Sum	U1621435G
Lim Kian Hock Bryan	U1620949L
Cheng Yang Zhen	U1521618K
Lim Yan Jun	U1622311B
Soong Jie Ming	U1521535B
Chen Zhenni	U1622603D
Chang Keat Lueng Aaron	U1622360F

13th April 2018

Revision History

Version	Revision Date	Implemented By	Description of Change
0.0	20/03/2018	Aaron	First draft
0.1	24/03/2018	Hong Sum Jie Ming	Amended release notifications
0.2	25/03/2018	Zhenni, Yang Zhen Yan Jun	Updated release content
1.0	28/03/2018	Bryan	Revise and finalized draft
1.1	03/04/2018	Bryan	Amended release schedule

Table of Content

1. **Introduction**

This release plan is a detailed specification of the features of Team Zenith's application, Ex-Sell, and the upcoming release versions of their date of availability. The aim of this release plan is to help the group determine the project's priorities and to follow closely with the progress and developments made. By following the plan, it allows identifying of criteria for each identified release versions based on the significance or urgency of the task, while allowing the team to practice continuous integration.

2. **Referenced Documents**

Document Name	Document Number	Issuance Date
Project Plan	1.0	19/03/2017
Risk Management Plan	1.0	19/03/2017

3. **Target Audience**

The intended audience for the Release Management Plan is:

- Project Manager

- Development Team

- Quality Assurance Team

- Maintenance Team

The following table defines the responsibilities of the above stated roles in the release plan:

Group	Operation/Responsibilities
Project Manager	Confirm release/deployment
Development Team	Build Packages
	Verify Packages
	Document Release Notes, Version Notes, Deployment Checklists
	Verify Release
Quality Assurance Team	Verify Packages
	Verify Usability
	Verify Application Function
	Verify Release
Maintenance Team	Verify Data Security
	Verify Data Management
	Verify Availability
	Verify Release

4. Assumptions, Constraints, Risks

4.1. Assumptions

4.1.1. Team Size

All members can complete all tasks assigned to them and also commit till the end, where the project is finalized and developed.

4.1.2. Budget/ Funding

Acquisition of the funds is always on time and in the correct amount.

4.1.3. Unexpected Costs

The estimated cost calculated is accurate and there will not be any sudden or additional costs required.

4.1.4. Development

Programming language used will not change at any point of time during development of the project.

4.2. **Constraints**

4.2.1. Time

The entire project, from the planning to the testing phase must be done within the time span of 9 months, from January to September 2018. As such, to ensure that the application is done on time and within budget, the project planning has to be cautious and correctly estimated to ensure that the results and releases can be produced in time.

4.2.2. Budget

Due to limited budget, the ability to obtain the necessary resources might be limited. Hence, research, proper planning and budgeting have to be performed to ensure that the resources obtained are able to meet the performance required.

4.2.3. Manpower

Due to the fixed size of 7 people, proper assigning and planning of tasks have to be carried out in order to ensure that no procedures in the process of project development are left out where all documentations are documented, all necessary testing done and everything else properly implemented.

4.3. **Risks**

No	Risk	Response Strategy
1	Project development duration has been underestimated.	Identify the critical paths and revise the project schedule accordingly with additional buffer time if necessary.
2	Identify the critical paths and revise the project schedule accordingly with additional buffer time if necessary.	Identify the critical paths and revise the project schedule accordingly with additional buffer time if necessary.

3	Developers took longer time to learn the technology required for implementation.	Ensure that developers have the proper skills to pursue the development. Urge for hastened training; ensure that there is a sufficient time buffer in the software development time line so that staff can be well equipped before development.
4	Key team members unavailable at critical times.	Reorganize work responsibility to allow team members to have an understanding of key team members' tasks.
5	Changes to requirements that may require revamping project implementation.	Derive traceability information to assess each requirement's change impact (CI). This will ensure that before changes are proposed, the weight of the requirement and its sensitivity to change is understood.
6	Role conflicts among the team will lead to repeated work and low levels of work performance.	Ensure work distribution is documented and presented to all team members to ensure no discrepancy.
7	Unidentified requirements emerged during project implementation phase.	Ensure that customers and developers are present together during each requirement analysis stage. Ensure agile development is being followed so that as requirements are added onto the system during each sprint meeting, the development is not hindered.
8	Defects or failures of software and hardware that may cause schedule delay.	Testing for hardware / software errors must be documented and maintained throughout each phase of the project lifecycle.

5. Release Approach

5.1. Rationale

The Development Lifecycle Model which the project development will be based on will be **Software Prototyping Model**. As this development model does not utilize the concept of incremental development for product release in phases, the release of the Ex-Sell application system will be done when it is complete.

However, there will be incremental improvements made to the system after the first release to ensure that any bugs and issues will be identified and resolved in the subsequent versions.

5.2. Release Strategy

Overall, our team has segmented the delivery of the business product into specific releases. The release strategy we identified was a phased function rollout where we had implemented functionalities in an incremental manner where we can properly follow the progress of the development and when required, fix it when any issues occur.

A significant portion of the time and resources will be devoted to developing and implementing the core functionalities of the software application, while taking into software uncertainties and team dynamics establishment. As such, the **first release** will contain the main functionalities of the Ex-Sell system.

After which, the **second release** will be done after testing and error fixing for the system must be done, with improvements done to the system from any feedbacks given from all stakeholders.

The third and final release includes platform deployment and project finalization where the final functionalities of the system is being decided where a final review will be done to ensure that the quality of the system is promised, any bugs or errors initially present were corrected and that all functionalities initially stated by the client was fulfilled.

5.2.1. Release Content

Following the release strategy as mentioned earlier, there will be a total of 3 release versions of the Ex-Sell system. These release versions will fulfil the implementation of the respective functionalities, error correcting and testing. The various release versions will acknowledge different purposes which will be stated in the release documents.

Release Version 1.0.0

Task Description	Remarks
Product Management	Fully implemented as per defined in SRS
Account Management	Fully implemented as per defined in SRS
Display Product	Fully implemented as per defined in SRS
Live Support	Fully implemented as per defined in SRS

Release version 1.0.1

Task Description	Remarks
Notification system	When there is a notification, the user will be alerted
Messaging system	Incorporate messaging module into the system

Release Version 1.1.0

Task Description	Remarks
System Review	Review the system to ensure that it is ready for deployment
Resolve all remaining errors	Resolved the errors prevailing from release version 1.0.1

5.2.2. Release Schedule

The first release will be done within 2 months, and with the basic functionalities implemented, the subsequent releases will each take 2 weeks to be completed, where release versions 2 and 3 will be to review the system, improve system functionalities and to resolve any errors identified.

5.2.3. Release Impacts

In this segment, the system impacts associated with each release and business processes to be modified as a result of the deployment specified in this Release Plan will be identified. After each release, the development team has to make modifications to the system which will require modifications to other parts of the project, adding additional workload for the team. In addition, any modifications to the system functionalities will also affect the future development of the whole system. Hence, the project manager has to oversee the whole process, despite it being each member's responsibility to fulfil their tasks, has to still follow closely with the progress of the project and foresee any potential consequences from each release. In the situation where an impact occurred, the project manager must ensure that each team member's workload is still properly balanced out. All in all, the project manager should not be biased and allocate all tasks and responsibilities fairly to each team member.

5.2.4. Release Notification

After which a release version is generated, the respective stakeholders will be notified as stated below. Methods of how the stakeholder will be notified, what information will be included in each notification and prior to release, the timeframes for receipt of the information, will all be included.

Stakeholders	Method of Providing Notification	Information Included in Notification	Timeframes for Receipt of Information
Users	Through system	What changes are made, including the bugs to be fixed	3 days prior to version release

Teammates	Emails and Meetings	What changes are made, including the bugs to be fixed and also reasons why changes were made and user statistics.	Immediately once decision to implement the new release version
Investors	Emails and Meetings	What changes are made, including the bugs to be fixed and also user statistics.	14 days prior to version release
Sponsors	Emails	What changes are made, including the bugs to be fixed and also user statistics.	14 days prior to version release

6. **Acronyms**

Term Name	Term Definition
SRS	System Requirement Specification