

EX-SELL

Release Plan

Version 1.1 approved

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# 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 |

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# 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.

# Referenced Documents

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

# 

# 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 |

# Assumptions, Constraints, Risks

## Assumptions

### Team Size

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

### Budget/ Funding

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

### Unexpected Costs

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

### Development

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

## Constraints

### 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.

### 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.

### 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.

## 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. |

# Release Approach

## 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.

## 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.

### 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 |

### 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.

### 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.

### 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 |

# Acronyms

|  |  |
| --- | --- |
| **Term Name** | **Term Definition** |
| SRS | System Requirement Specification |