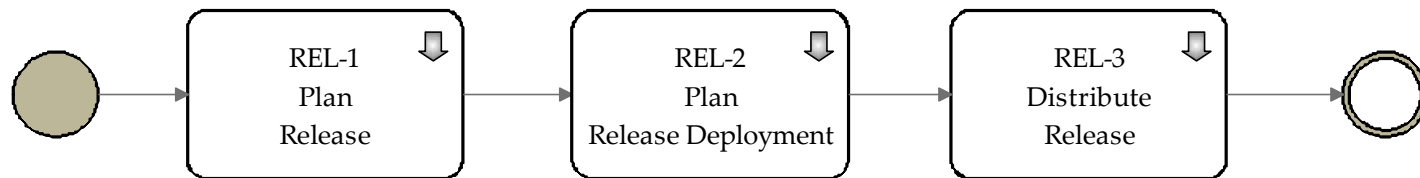


Release Management

home goals raci

Release Manager



Release Management Goals

The Goals of the Release Management process are to:

- Proactively mitigate risk
- Standardize management practices
- Clarify responsibility and accountability
- Establish meaningful performance metrics
- Accelerate delivery of business solutions
- Ensure communication and training are included
- Improve quality of business solution
- Assure processes sufficiently flexible enough to encourage unilateral adoption
- Providing documented evidence whether or not the PM believes the project has met the requirements of the increment deliverable
- Providing documented evidence whether or not the Release Manager has verified that the infrastructure is in place or funded to implement the increment deliverable
- Providing documented evidence whether or not the Customer has accepted the increment deliverable
- Providing documented evidence of the timeliness of the increment deliverable

Release Management RACI Chart - 1

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-1.1	Create Configuration Management Plan				R							A	
REL-PR1.1	Distribute Peer Review Materials				R							A	
REL-PR1.2	Review Peer Materials				R							A	
REL-PR1.3	Distribute Consolidated Peer Review Findings				R							A	
REL-PR1.4	Record Finding Resolutions				R							A	
REL-PR1.5	Implement Finding Resolutions				R							A	
REL-FR1.1	Plan Formal Review				R							A	
REL-FR1.2	Conduct Formal Review				R							A	
REL-FR1.3	Implement Finding Resolutions				R							A	

Release Management RACI Chart - 2

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-1.2	Create Disaster Recovery Plan								R				A
REL-1.3	Create Concept of Operations (CONOPs)								R				A
REL-1.4	Create Contingency Plan								R				A
REL-PR2.1	Distribute Peer Review Materials								R				A
REL-PR2.2	Review Peer Materials								R				A
REL-PR2.3	Distribute Consolidated Peer Review Findings								R				A
REL-PR2.4	Record Finding Resolutions								R				A
REL-PR2.5	Implement Finding Resolutions								R				A
REL-FR2.1	Plan Formal Review								R				A

Release Management RACI Chart - 3

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-FR2.2	Conduct Formal Review								R				A
REL-FR2.3	Implement Finding Resolutions								R				A
REL-1.5	Create Release Management Plan			R					A				
REL-PR3.1	Distribute Peer Review Materials			R					A				
REL-PR3.2	Review Peer Materials			R					A				
REL-PR3.3	Distribute Consolidated Peer Review Findings			R					A				
REL-PR3.4	Record Finding Resolutions			R					A				
REL-PR3.5	Implement Finding Resolutions			R					A				
REL-FR3.1	Plan Formal Review			R					A				

Release Management RACI Chart - 4

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-FR3.2	Conduct Formal Review			R					A				
REL-FR3.3	Implement Finding Resolutions			R					A				
REL-1.6	Create Service Level Agreements			R					A				
REL-1.7	Create Operational Acceptance Plan			R					A				
REL-QR1.1	Submit Process Quality Gate Review Artifacts			R					A				
REL-QR1.2	Obtain Process Quality Gate Review Concurrence			R					A				
REL-2.1	Update Release Management Plan			R					A				
REL-2.2	Create Deployment Plan			R					A				
REL-PR4.1	Distribute Peer Review Materials			R					A				

Release Management RACI Chart - 5

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-PR4.2	Review Peer Materials			R					A				
REL-PR4.3	Distribute Consolidated Peer Review Findings			R					A				
REL-PR4.4	Record Finding Resolutions			R					A				
REL-PR4.5	Implement Finding Resolutions			R					A				
REL-FR4.1	Plan Formal Review			R					A				
REL-FR4.2	Conduct Formal Review			R					A				
REL-FR4.3	Implement Finding Resolutions			R					A				
REL2.3	Create Training Plan					R			A				
REL-PR5.1	Distribute Peer Review Materials					R			A				

Release Management RACI Chart - 6

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-PR5.2	Review Peer Materials					R			A				
REL-PR5.3	Distribute Consolidated Peer Review Findings					R			A				
REL-PR5.4	Record Finding Resolutions					R			A				
REL-PR5.5	Implement Finding Resolutions					R			A				
REL-FR5.1	Plan Formal Review					R			A				
REL-FR5.2	Conduct Formal Review					R			A				
REL-FR5.3	Implement Finding Resolutions					R			A				
REL-2.4	Prepare Product for Release			R					A				
REL-2.5	Request Site Readiness Assessment		R						A				

Release Management RACI Chart - 7

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back next

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-2.6.1	Prepare Customer Acceptance Form		R						A				
REL-2.6.2	Validate Infrastructure in Place or Funded			R					A				
REL-2.6.3	Acceptance by Customer	R											
REL-2.6.4	Notify Stakeholder of Increment Acceptance		R						A				
REL-2.7	Obtain Operational Acceptance			R					A				
REL-2.8.1	Conduct Product Support Review						R	A					
REL-2.8.2	Conduct EIE Release Office Review									R	A		
REL-2.9	Submit VHA National Deployment Request			R					A				
REL-2.10	Obtain VHA National Deployment Approval			R					A				

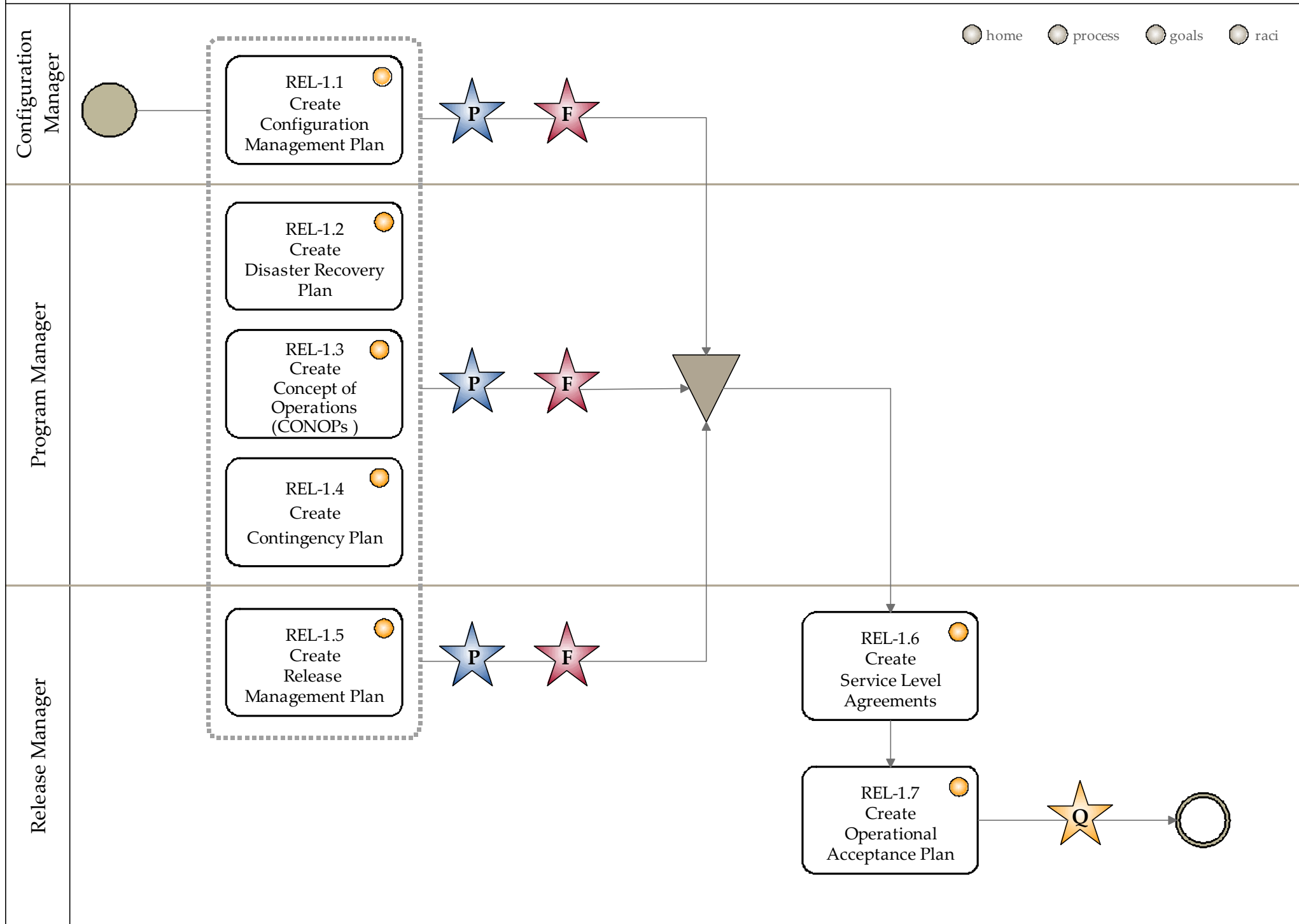
Release Management RACI Chart - 8

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

home process goals back

		Role											
		Customer	Project Manager	Release Manager	Configuration Manager	Training Manager	Release Coordinator	Product Support Manager	Program Manager	EIE Release Officer	EIE Lifecycle and Release Management Director	Standards and Compliance Director	Program Executive Officer
REL-2.11	Post Product						R	A					
REL-2.12	Notify Support Entity									R	A		
REL-QR2.1	Submit Process Quality Gate Review Artifacts			R					A				
REL-QR2.2	Obtain Process Quality Gate Review Concurrence			R					A				
REL-3.1	Request Updated Status of Configuration Items				R							A	
REL-3.2	Distribute Release			R					A				
REL-3.3	Run Back-Out Procedures			R					A				
REL-3.4	Update Incident Response Plan			R					A				
REL-3.5	Send Notification of Successful Release			R					A				

Release Management: REL-1.0 Plan Release



Release Management: REL-1.1 Create Configuration Management Plan

 home  process  back  goals  raci

Description

The Configuration Manager creates the Configuration Management Plan. The Configuration Management Plan includes information on:

- Configuration Items (CI)
- Configuration Packages
- Configuration Management Database (CMDB)
- Any Miscellaneous items related to the Configuration Management activities of this release.

This plan is a living artifact that is consistently updated throughout the lifecycle of Release Management.

Artifacts Used

Project Management Plan

Artifacts Created



Configuration Management Plan

Responsible Role

Configuration Manager

Tools

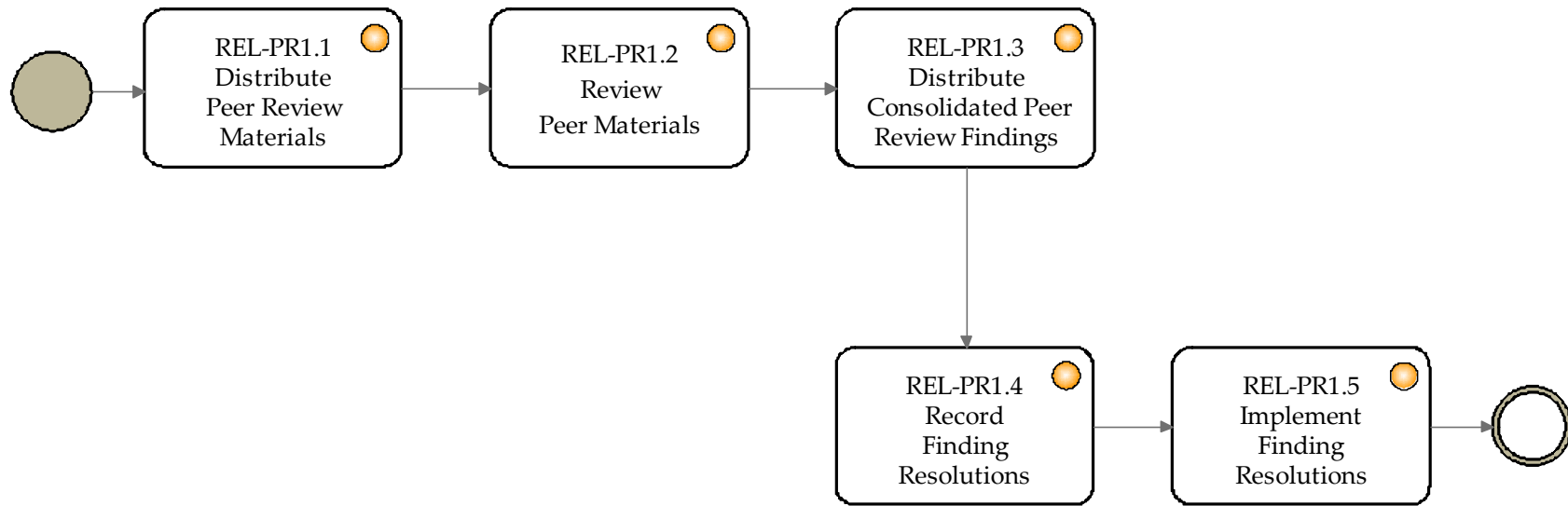
Standards

More Info....



Peer Review: Configuration Management Plan

Configuration Manager



Release Management: REL-PR1.1 Distribute Peer Review Materials

 home  back  review  goals  raci

Description

The Configuration Manager distributes the Configuration Management Plan for peer review using the following steps:

1. Select the peers for the peer review team
2. Notify the peers of review team meeting logistics
3. Send the peer review team the Configuration Management Plan

Artifacts Used

Configuration Management Plan

Artifacts Created



Record of Notification

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR1.2 Review Peer Materials

 home  back  review  goals  raci

Description

The peer review team reviews the Configuration Management Plan and documents their findings using the following steps:

1. Identify anomalies and issues
2. Record anomalies and issues on the Configuration Management Plan Review Finding Summary
3. Submit findings to the Configuration Manager

Artifacts Used

Configuration Management Plan

Artifacts Created



Configuration Management Plan Review Findings Summary

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR1.3 Distribute Consolidated Peer Review Findings

 home  back  review  goals  raci

Description

The Configuration Manager receives, consolidates, and redistributes findings to peer reviewer(s) prior to peer review using the following steps:

1. Receive initial findings from reviewers
2. Analyze consolidated findings
3. Consolidate findings onto a single Configuration Management Plan Review Findings Summary
4. Distribute consolidated findings to reviewers

Artifacts Used

Configuration Management Plan
Configuration Management Plan Review Findings Summary

Artifacts Created

Consolidated Configuration Management Plan Review Findings Summary

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR1.4 Record Finding Resolutions

 home  back  review  goals  raci

Description

The peer review team discusses the findings and documents their resolutions.

Artifacts Used

Configuration Management Plan
Consolidated Configuration Management Plan Review Findings Summary

Artifacts Created

Updated Consolidated Configuration Management Plan Review Findings Summary

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR1.5 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Configuration Manager resolves anomalies and issues with the Configuration Management Plan.

Artifacts Used

Configuration Management Plan
Updated Consolidated Configuration Management Plan Review Findings Summary

Artifacts Created

Updated Configuration Management Plan

Responsible Role

Configuration Manager

Tools

Standards

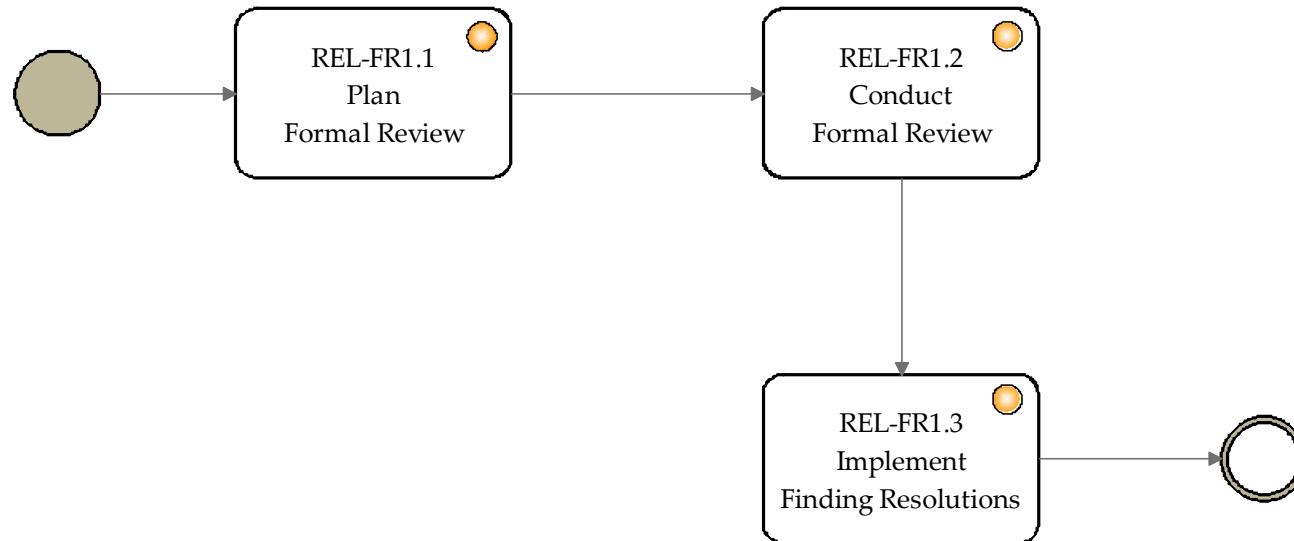


ProPath Reviews Guide

More Info....



Formal Review: Configuration Management Plan



Release Management: REL-FR1.1 Plan Formal Review

 home  back  review  goals  raci

Description

Once the Configuration Management Plan is ready for review, the Configuration Manager performs the following:

- Identify a Facilitator and Scribe
- Determine the formal review team – ensure customer is included in review team
- Determine review meeting logistics
- Create an agenda
- Distribute the Configuration Management Plan and the Artifact Review Agenda and Minutes

Artifacts Used

Configuration Management Plan

Artifacts Created

-  Artifact Review Agenda and Minutes
-  Configuration Management Plan Review Findings Summary

Responsible Role

Configuration Manager

Tools

Standards

-  ProPath Reviews Guide

More Info....

Release Management: REL-FR1.2 Conduct Formal Review

 home
  back
  review
  goals
  raci

Description

The formal review team reviews the Configuration Management Plan and reports their findings. The anomalies and issues are recorded. Disposition can be:

- Accept artifact
- Accept artifact conditionally (anomalies will be resolved)
- Additional artifact review required

The Approval Signatures on the Configuration Management Plan are obtained during this review. The signatures are affixed to the appropriate appendix of the Configuration Management Plan.

Artifacts Used

Artifact Review Agenda and Minutes
 Configuration Management Plan
 Configuration Management Plan Review Findings Summary

Artifacts Created



Artifact Review Agenda and Minutes
 Updated Configuration Management Plan Review Findings Summary

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR1.3 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Configuration Manager resolves anomalies and issues with the Configuration Management Plan.

Artifacts Used

Configuration Management Plan
Configuration Management Plan Review Findings Summary

Artifacts Created

Updated Configuration Management Plan

Responsible Role

Configuration Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-1.2 Create Disaster Recovery Plan

 home
  process
  back
  goals
  raci

Description

The Disaster Recovery Plan is put into place effectively insuring that should an Event occur during release, adequate controls are in place to restore the system to pre-Disaster state.

Disaster Recovery planning involves 3 types of mechanisms:

- Preventive measures - These controls are aimed at preventing an event from occurring.
- Detective measures - These controls are aimed at detecting or discovering unwanted events.
- Corrective measures - These controls are aimed at correcting or restoring the system after disaster or event.

Artifacts Used

Project Management Plan
Release Management Plan

Artifacts Created



Disaster Recovery Plan

Responsible Role

Program Manager

Tools

Standards

More Info....

Release Management: REL-1.3 Create Concept of Operations (CONOPs)

 home  process  back  goals  raci

Description

The Program Manager is responsible for the creation of the CONOPs, or Concept of Operations, that is both an analysis and a formal document to describe how an asset, system, or capability will be employed and supported. It is developed to bridge the gap between the Business Need Statement and the Requirements Specification Document (RSD) by identifying the capabilities needed to satisfy the business need and fill the gaps expressed in the business needs statement, and to assist in identifying and selecting balanced solutions in the Analysis of Alternatives (AoA).

Artifacts Used

Project Management Plan
Requirements Specification Document

Artifacts Created

 Concept of Operations (CONOPs)

Responsible Role

Program Manager

Tools

Standards

More Info....

Release Management: REL-1.4 Create Contingency Plan

 home  process  back  goals  raci

Description

The Contingency Plan provides the Program Manager specific strategies and actions to deal with an emergency related to the specific release. This plan provides a coordinated set of steps in case of a non-IT emergency and may work in conjunction with the Disaster Recovery steps outlined in the Disaster Recovery Plan.

Artifacts Used

Disaster Recovery Plan
Project Management Plan
Release Management Plan

Artifacts Created



Contingency Plan

Responsible Role

Program Manager

Tools

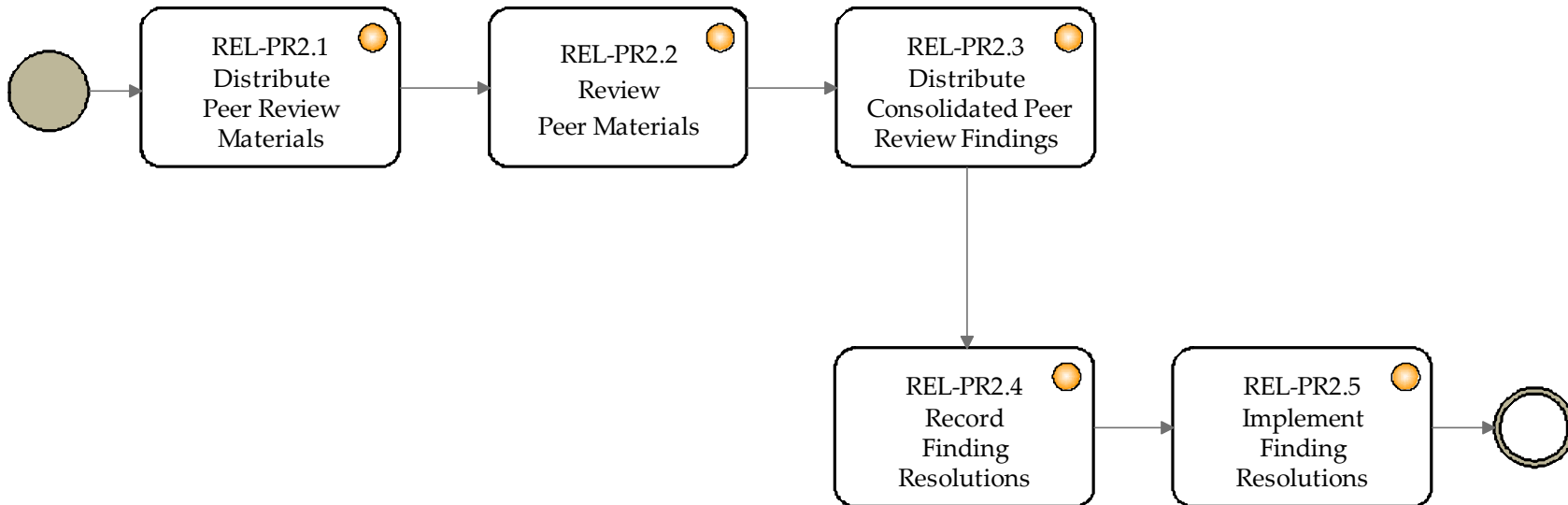
Standards

More Info....






Peer Review: Additional Release Plans

Program Manager



Release Management: REL-PR2.1 Distribute Peer Review Materials

 home  back  review  goals  aci

Description

The Program Manager distributes the appropriate plan(s) for peer review using the following steps:

1. Select the peers for the peer review team
2. Notify the peers of review team meeting logistics
3. Send the peer review team the appropriate plan(s)

Artifacts Used

Concept of Operations (CONOPs)
Contingency Plan
Disaster Recovery Plan

Artifacts Created



Record of Notification

Responsible Role

Program Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR2.2 Review Peer Materials

 home
  back
  review
  goals
  raci

Description

The peer review team reviews the appropriate plan(s) and documents their findings using the following steps:

1. Identify anomalies and issues
2. Record anomalies and issues on the appropriate plan(s) Review Finding Summary
3. Submit findings to the Program Manager

Artifacts Used

Concept of Operations (CONOPs)
 Contingency Plan
 Disaster Recovery Plan

Artifacts Created

-  Concept of Operations (CONOPs) Review Findings Summary
-  Contingency Plan Review Findings Summary
-  Disaster Recovery Plan Review Findings Summary

Responsible Role

Program Manager

Tools

Standards

-  ProPath Reviews Guide

More Info....

Release Management: REL-PR2.3 Distribute Consolidated Peer Review Findings

 home
  back
  review
  goals
  raci

Description

The Program Manager receives, consolidates, and redistributes findings to peer reviewer(s) prior to peer review using the following steps:

1. Receive initial findings from reviewers
2. Analyze consolidated findings
3. Consolidate findings onto a single Disaster Recovery Plan Review Findings Summary
4. Distribute consolidated findings to reviewers

Artifacts Used

Concept of Operations (CONOPs)
 Concept of Operations (CONOPs) Review Findings Summary
 Contingency Plan
 Contingency Plan Review Findings Summary
 Disaster Recovery Plan
 Disaster Recovery Plan Review Findings Summary

Artifacts Created

Consolidated Concept of Operations (CONOPs) Review Findings Summary
 Consolidated Contingency Plan Review Findings Summary
 Consolidated Disaster Recovery Plan Review Findings Summary

Responsible Role

Program Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR2.4 Record Finding Resolutions

 home  back  review  goals  raci

Description

The peer review team discusses the findings and documents their resolutions.

Artifacts Used

Concept of Operations (CONOPs)
Consolidated Concept of Operations (CONOPs) Review Findings Summary
Consolidated Contingency Plan Review Findings Summary
Consolidated Disaster Recovery Plan Review Findings Summary
Contingency Plan
Disaster Recovery Plan

Artifacts Created

Updated Consolidated Concept of Operations (CONOPs) Review Findings Summary
Updated Consolidated Contingency Plan Review Findings Summary
Updated Consolidated Disaster Recovery Plan Review Findings Summary

Responsible Role

Program Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR2.5 Implement Finding Resolutions

 home
  back
  review
  goals
  raci

Description

The Program Manager resolves anomalies and issues with the appropriate plans(s).

Artifacts Used

Concept of Operations (CONOPs)
 Contingency Plan
 Disaster Recovery Plan
 Updated Consolidated Concept of Operations (CONOPs) Review Findings Summary
 Updated Consolidated Contingency Plan Review Findings Summary
 Updated Consolidated Disaster Recovery Plan Review Findings Summary

Artifacts Created

Updated Consolidated Concept of Operations (CONOPs)
 Updated Consolidated Contingency Plan
 Updated Consolidated Disaster Recovery Plan

Responsible Role

Program Manager

Tools

Standards

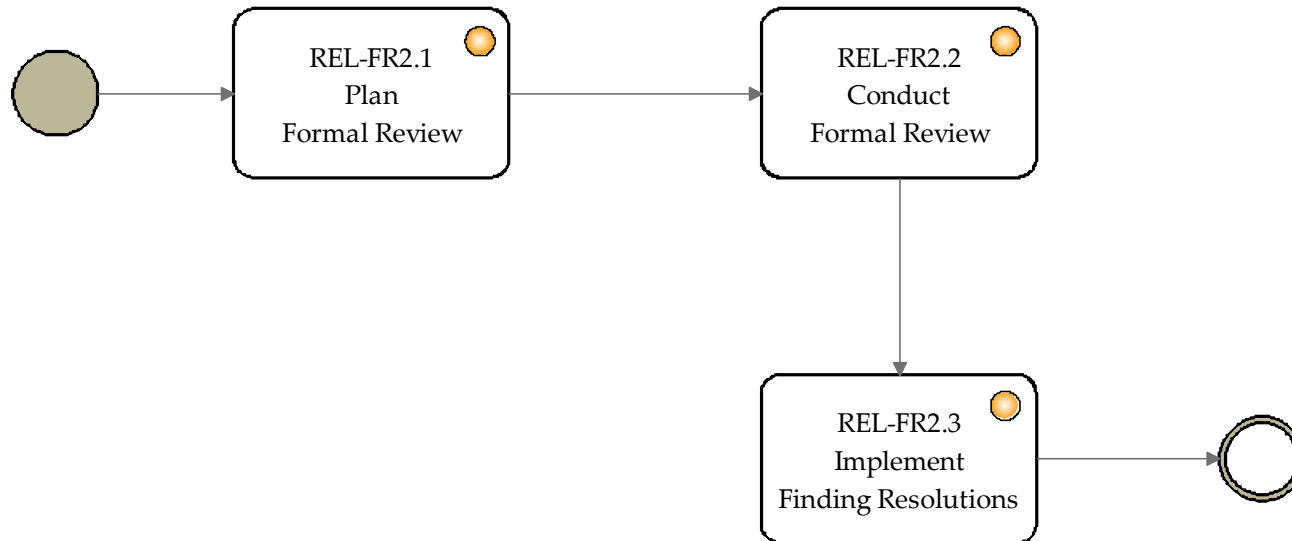


ProPath Reviews Guide


More Info....



Formal Review: Additional Release Plans



Release Management: REL-FR2.1 Plan Formal Review

 home
  back
  review
  goals
  raci

Description





Once the appropriate plan(s) are ready for review, the Program Manager performs the following:

- Identify a Facilitator and Scribe
- Determine the formal review team – ensure customer is included in review team
- Determine review meeting logistics
- Create an agenda
- Distribute the appropriate plan(s) and the Artifact Review Agenda and Minutes

Artifacts Used

Concept of Operations (CONOPs)
 Contingency Plan
 Disaster Recovery Plan

Artifacts Created

-  Artifact Review Agenda and Minutes
-  Concept of Operations (CONOPs) Review Findings Summary
-  Contingency Plan Review Findings Summary
-  Disaster Recovery Plan Review Findings Summary

Responsible Role

Program Manager

Tools

Standards

-  ProPath Reviews Guide

More Info....

Release Management: REL-FR2.2 Conduct Formal Review

 home
  back
  review
  goals
  raci

Description

The formal review team reviews the appropriate plan(s) and reports their findings. The anomalies and issues are recorded. Disposition can be:

- Accept artifact
- Accept artifact conditionally (anomalies will be resolved)
- Additional artifact review required

The Approval Signatures are obtained during this review. The signatures are affixed to the appropriate appendix of the respective plan(s).

Artifacts Used

Artifact Review Agenda and Minutes
 Concept of Operations (CONOPs)
 Concept of Operations (CONOPs) Review Findings Summary
 Contingency Plan

Contingency Plan Review Findings Summary
 Disaster Recovery Plan
 Disaster Recovery Plan Review Findings Summary

Artifacts Created



Artifact Review Agenda and Minutes
 Updated Concept of Operations (CONOPs) Review Findings Summary
 Updated Contingency Plan Review Findings Summary
 Updated Disaster Recovery Plan Review Findings Summary

Responsible Role

Program Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR2.3 Implement Finding Resolutions

 home
  back
  review
  goals
  raci

Description

The Program Manager resolves anomalies and issues with the appropriate plans(s).

Artifacts Used

Concept of Operations (CONOPs)
 Concept of Operations (CONOPs) Review Findings Summary
 Contingency Plan
 Contingency Plan Review Findings Summary
 Disaster Recovery Plan
 Disaster Recovery Plan Review Findings Summary

Artifacts Created

Updated Concept of Operations (CONOPs)
 Updated Contingency Plan
 Updated Disaster Recovery Plan

Responsible Role

Program Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-1.5 Create Release Management Plan

 home
  process
  back
  goals
  raci

Description

The Release Manager creates the Release Management Plan. All Release artifacts are living and are updated regularly throughout the lifecycle of the Release. The Release Management Plan is updated via Go/No Go Testing & Release Checklist.

Artifacts created as part of the Release Management include:

- Acquisition Plan Strategy
- Contingency Plan
- Go/No Go Testing & Release Checklist
- Operations and Maintenance (O&M) Plan
- Service Level Agreements (SLAs)

This plan is a living artifact that is consistently updated throughout the lifecycle of Release Management.

Artifacts Used

Project Management Plan
Project Schedule

Artifacts Created

 Release Management Plan

Responsible Role

Release Manager

Tools

Standards

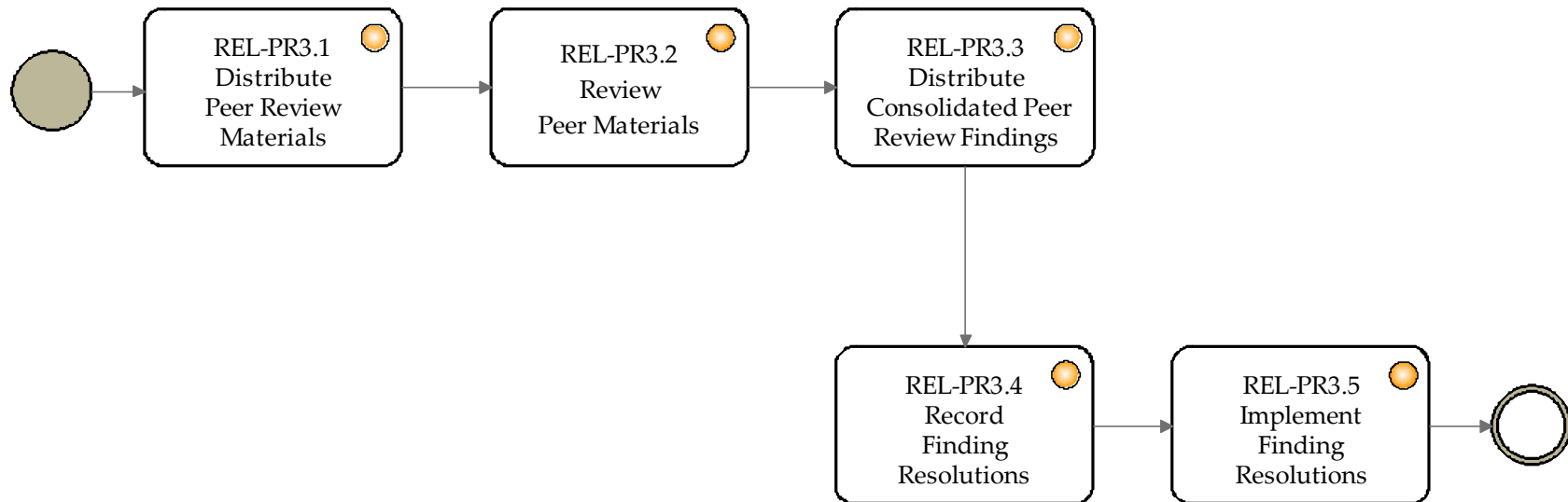
 National Patch Module (NPM) Guide

More Info....



Peer Review: Release Management Plan

Release Manager



Release Management: REL-PR3.1 Distribute Peer Review Materials

 home
  back
  review
  goals
  raci

Description

The Release Manager distributes the Release Management Plan for peer review using the following steps:

1. Select the peers for the peer review team
2. Notify the peers of review team meeting logistics
3. Send the peer review team the Release Management plan

Artifacts Used

Release Management Plan

Artifacts Created



Record of Notification

Responsible Role

Release Manager

Tools






Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR3.2 Review Peer Materials

 home  back  review  goals  raci

Description

The peer review team reviews the Release Management Plan and documents their findings using the following steps:

1. Identify anomalies and issues
2. Record anomalies and issues on the Release Management Plan Review Finding Summary
3. Submit findings to the Release Manager

Artifacts Used

Release Management Plan

Artifacts Created



Release Management Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR3.3 Distribute Consolidated Peer Review Findings

 home  back  review  goals  raci

Description

The Release Manager receives, consolidates, and redistributes findings to peer reviewer(s) prior to peer review using the following steps:

1. Receive initial findings from reviewers
2. Analyze consolidated findings
3. Consolidate findings onto a single Review Findings Summary
4. Distribute consolidated findings to reviewers

Artifacts Used

Release Management Plan
Release Management Plan Review Findings Summary

Artifacts Created

Consolidated Release Management Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR3.4 Record Finding Resolutions

 home  back  review  goals  raci

Description

The peer review team discusses the findings and documents their resolutions.

Artifacts Used

Consolidated Release Management Plan Review Findings Summary
Release Management Plan

Artifacts Created

Updated Consolidated Release Management Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR3.5 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Release Manager resolves anomalies and issues with the Release Management Plan.

Artifacts Used

Release Management Plan
Updated Consolidated Release Management Plan Review Findings Summary

Artifacts Created

Updated Release Management Plan

Responsible Role

Release Manager

Tools

Standards

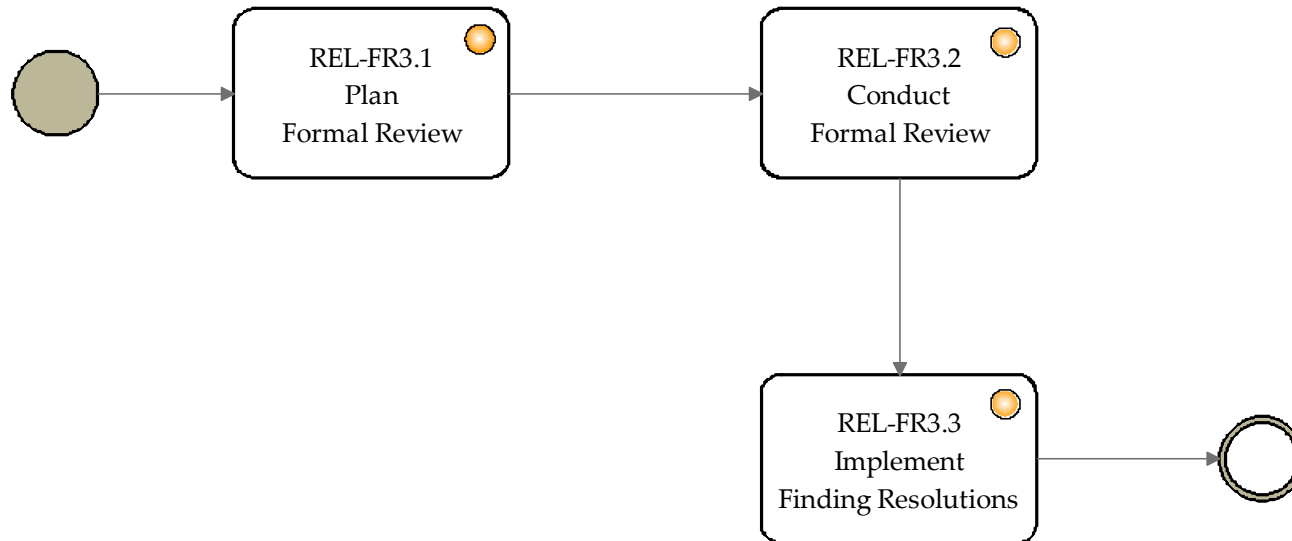


ProPath Reviews Guide

More Info....



Formal Review: Release Management Plan



Release Management: REL-FR3.1 Plan Formal Review

 home
  back
  review
  goals
  raci

Description



Once the Release Management Plan is ready for review, the Release Manager performs the following:

- Identify a Facilitator and Scribe
- Determine the formal review team – ensure customer is included in review team
- Determine review meeting logistics
- Create an agenda
- Distribute the Release Management Plan and the Artifact Review Agenda and Minutes

Artifacts Used

Release Management Plan

Artifacts Created

-  Artifact Review Agenda and Minutes
-  Release Management Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards

-  ProPath Reviews Guide

More Info....

Release Management: REL-FR3.2 Conduct Formal Review

 home
  back
  review
  goals
  raci

Description

The formal review team reviews the appropriate plan(s) and reports their findings. The anomalies and issues are recorded. Disposition can be:

- Accept artifact
- Accept artifact conditionally (anomalies will be resolved)
- Additional artifact review required

The Approval Signatures on the Release Management Plan are obtained during this review. The signatures are affixed to the appendix of the Release Management Plan.

Artifacts Used

Artifact Review Agenda and Minutes
 Release Management Plan
 Release Management Plan Review Findings Summary

Artifacts Created



Artifact Review Agenda and Minutes
 Updated Release Management Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR3.3 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Release Manager resolves anomalies and issues with the Release Management Plan.

Artifacts Used

Release Management Plan
Release Management Plan Review Findings Summary

Artifacts Created

Updated Release Management Plan

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-1.6 Create Service Level Agreements

 home  process  back  goals  raci

Description

A Service-Level Agreement (SLA) is a negotiated agreement between two parties (i.e., OED and EIE, or OED and FOD) where one is the customer and the other is the service provider. This can be a legally binding formal or informal 'contract' (see internal department relationships). The SLA records a common understanding about services, priorities, responsibilities, guarantees and warranties. Each area of service scope should have the 'level of service' defined. The SLA may specify the levels of availability, serviceability, performance, operation, or other attributes of the service such as billing.

Artifacts Used

Project Management Plan
Requirements Specification Document (RSD)

Artifacts Created



Service Level Agreement

Responsible Role

Release Manager

Tools

Standards

More Info....

Release Management: REL-1.7 Create Operational Acceptance Plan

 home  process  back  goals  raci

Description

The Release Manager working with the Project Manager, EIE Lifecycle Manager, and Operational Support Manager collaborate to complete the Operational Acceptance Plan describing resource availability and post-deployment expectations.

Artifacts Used

Concept of Operations (CONOPs)

Artifacts Created



Operational Acceptance Plan

Responsible Role

Release Manager

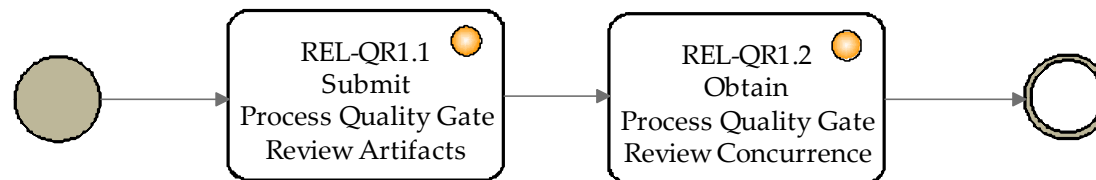
Tools

Standards

More Info....



Process Quality Gate Review: Release Plans



Release Management: REL-QR1.1 Submit Process Quality Gate Review Artifacts

 home
  back
  review
  goals
  raci

Description

The process quality gate review for Release Plans assures that the process has been successfully followed and all required artifacts have been completed and stored in the OED Project Repository. The Release Manager does the following:

- Captures lessons learned to date from project team members
- Completes and signs the Release Plans Process Quality Gate Review Checklist
- Submits the following to Process Quality Assurance for concurrence via the Outlook mail group - **OED Process Quality Assurance**:
 - o Lessons Learned Report
 - o Release Plans Process Quality Gate Review Checklist
 - o All plans and checklists created during this phase

Artifacts Used

Concept of Operations (CONOPs)	Operational Acceptance Plan
Concept of Operations (CONOPs) Review Findings Summary	Release Management Plan
Configuration Management Plan	Release Management Plan Review Findings Summary
Configuration Management Plan Review Findings Summary	Service Level Agreements
Contingency Plan	
Contingency Plan Review Findings Summary	
Disaster Recovery Plan	
Disaster Recovery Plan Review Findings Summary	

Artifacts Created

-  Process Quality Gate Review Lessons Learned Report
-  Release Plans Process Quality Gate Review Checklist

Responsible Role

Release Manager

Tools

Standards

 ProPath Reviews Guide

More Info....

Release Management: REL-QR1.2 Obtain Process Quality Gate Review Concurrence

 home  back  review  goals  raci

Description

The Release Manager does the following:

- Obtains concurrence from Process Quality Assurance
- Posts completed Release Plans Process Quality Gate Review Checklist and Lessons Learned Report to the OED Project Repository

Artifacts Used

Concept of Operations (CONOPs) Review Findings Summary
Configuration Management Plan Review Findings Summary
Contingency Plan Review Findings Summary
Disaster Recovery Plan Review Findings Summary
Operational Acceptance Plan
Process Quality Gate Review Lessons Learned Report
Release Management Plan Review Findings Summary
Release Plans Process Quality Gate Review Checklist
Service Level Agreement

Artifacts Created

Updated Release Plans Process Quality Gate Review Checklist

Responsible Role

Release Manager

Tools

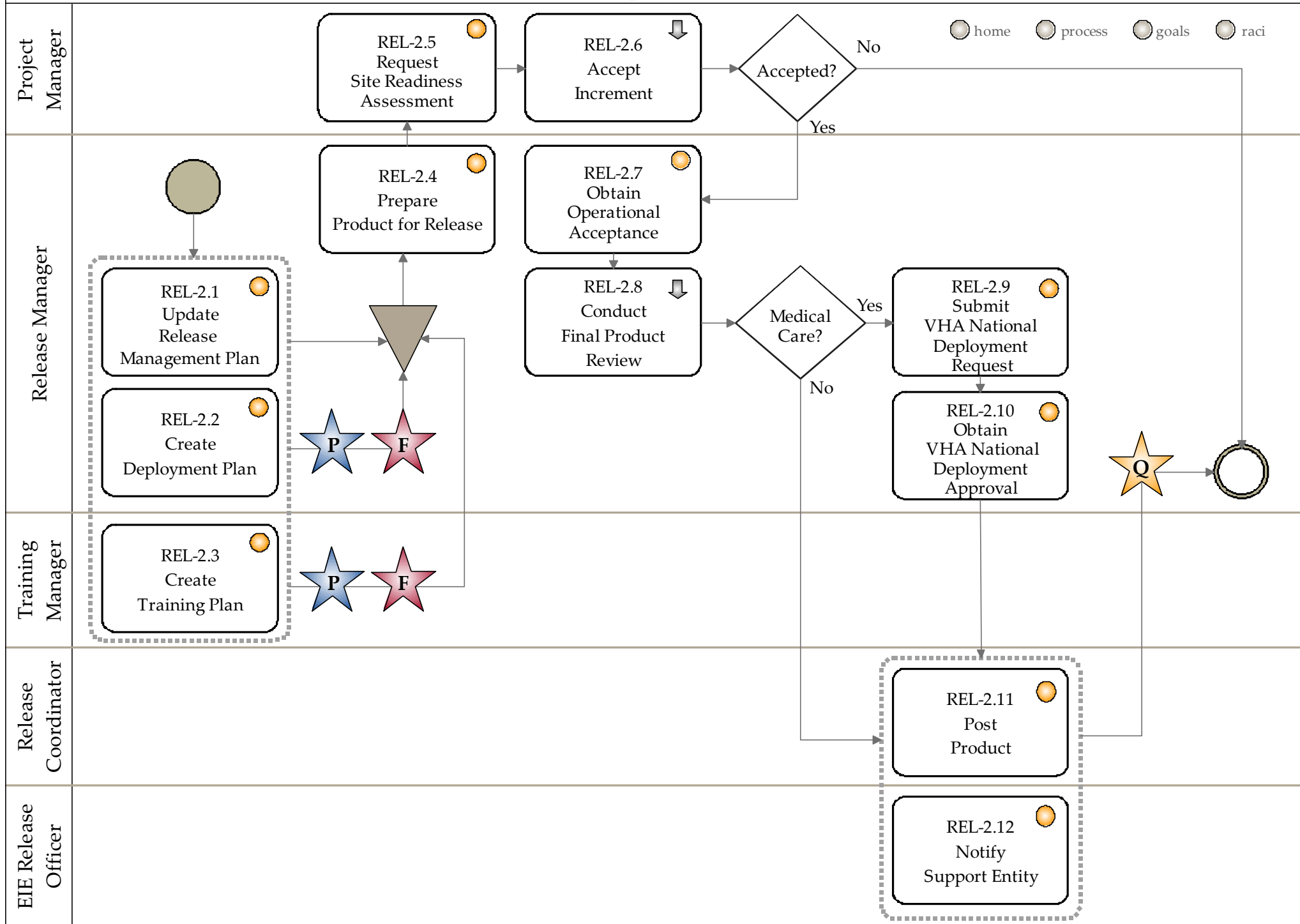
Standards







ProPath Reviews Guide

More Info....

Release Management: REL-2 Plan Release Deployment



Release Management: REL-2.1 Update Release Management Plan

 home  back  goals  raci

Description

The Release Manager updates the Release Management Plan with the latest versions of artifacts, and the most current (daily) updated version of the Go/No Go Testing & Release Checklist.

Artifacts Used

Release Management Plan

Artifacts Created

Updated Release Management Plan

Responsible Role





Release Manager

Tools

Standards

More Info....

Release Management: REL-2.2 Create Deployment Plan

 home  back  goals  raci

Description

The Release Manager creates the Deployment Plan which is developed based on a thorough analysis of the steps necessary to achieve the deployment and implementation goals of the release - specifically to deploy Configuration Items in the release to a Production Environment. Recommended sections to be included in the Deployment Plan are:

- Scope of the Release
- Deployment and Implementation Strategy
- For Each Phase:
 - Define and explain each phase, identifying all participants, and describing what their roles and responsibilities are
 - Deliverable products are identified
 - Operational readiness requirements prior to deployment
 - Deployment and Implementation success criteria

Artifacts Used

Architecture and Design Documents
Configuration Management Plan
Project Management Plan
Release Management Plan

Artifacts Created



Deployment Plan

Responsible Role

Release Manager

Tools

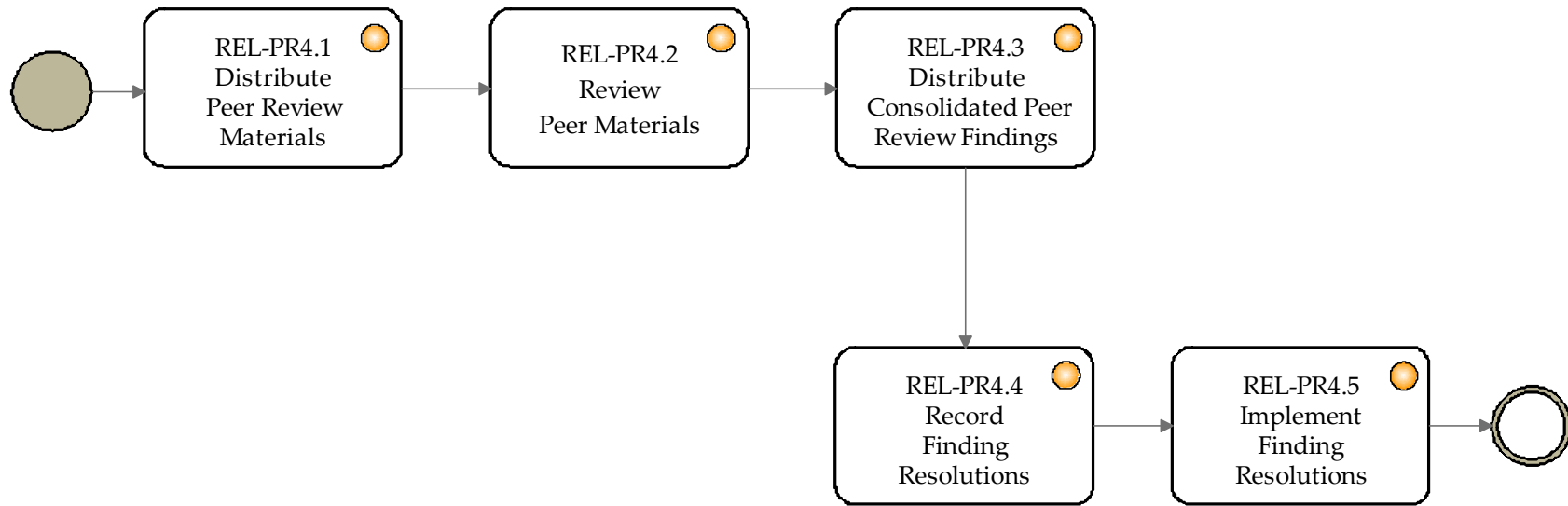
Standards

More Info....



Peer Review: Deployment Plan

Release Manager



Release Management: REL-PR4.1 Distribute Peer Review Materials

 home  back  review  goals  raci

Description

The Release Manager distributes the appropriate plan(s) for peer review using the following steps:

1. Select the peers for the peer review team
2. Notify the peers of review team meeting logistics
3. Send the peer review team the appropriate plan(s)

Artifacts Used

Deployment Plan

Artifacts Created



Record of Notification

Responsible Role

Release Manager

Tools




Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR4.2 Review Peer Materials

 home  back  review  goals  raci

Description

The peer review team reviews the appropriate plan(s) and documents their findings using the following steps:

1. Identify anomalies and issues
2. Record anomalies and issues on the appropriate plan(s) Review Finding Summary
3. Submit findings to the Release Manager

Artifacts Used

Deployment Plan

Artifacts Created



Deployment Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR4.3 Distribute Consolidated Peer Review Findings

 home  back  review  goals  raci

Description

The Release Manager receives, consolidates, and redistributes findings to peer reviewer(s) prior to peer review using the following steps:

1. Receive initial findings from reviewers
2. Analyze consolidated findings
3. Consolidate findings onto a single Review Findings Summary
4. Distribute consolidated findings to reviewers

Artifacts Used

Deployment Plan Review Findings Summary

Artifacts Created

Consolidated Deployment Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR4.4 Record Finding Resolutions

 home  back  review  goals  raci

Description

The peer review team discusses the findings and documents their resolutions.

Artifacts Used

Consolidated Deployment Plan Review Findings Summary
Deployment Plan

Artifacts Created

Updated Consolidated Deployment Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR4.5 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Release Manager resolves anomalies and issues with the appropriate plan(s).

Artifacts Used

Deployment Plan
Updated Consolidated Deployment Plan Review Findings Summary

Artifacts Created

Updated Deployment Plan

Responsible Role

Release Manager

Tools

Standards

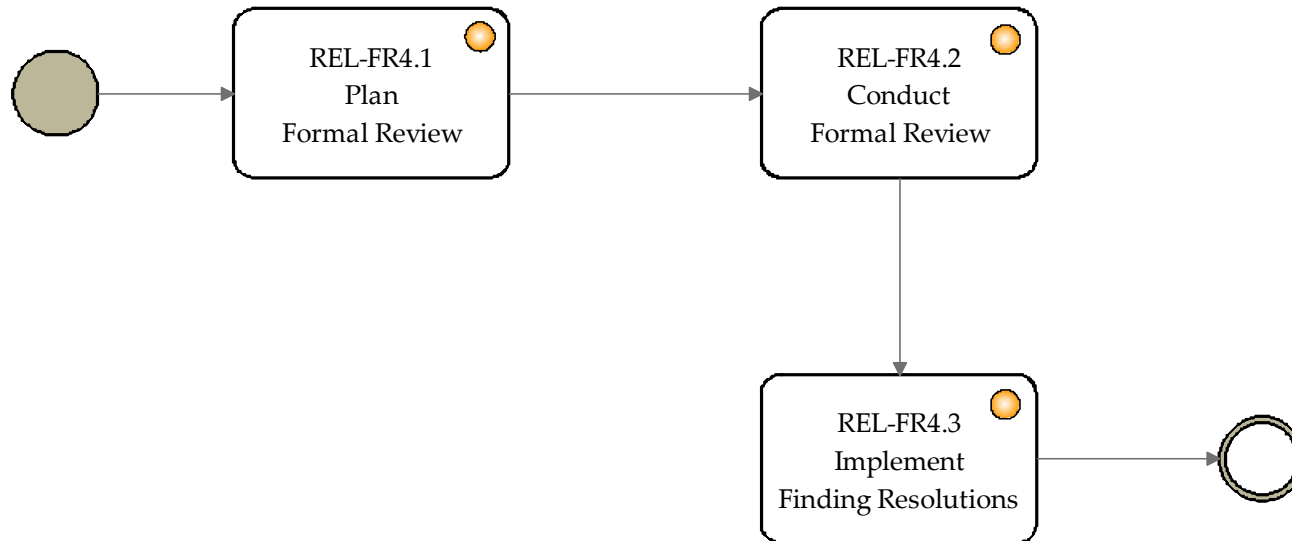


ProPath Reviews Guide


More Info....



Formal Review: Deployment Plan



Release Management: REL-FR4.1 Plan Formal Review

 home
  back
  review
  goals
  raci

Description

Once the Deployment Plan and are ready for review, the Release Manager performs the following:

- Identify a Facilitator and Scribe
- Determine the formal review team – ensure customer is included in review team
- Determine review meeting logistics
- Create an agenda
- Distributes the Deployment Plan and the Artifact Review Agenda and Minutes

Artifacts Used

Deployment Plan

Artifacts Created



Artifact Review Agenda and Minutes



Deployment Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR4.2 Conduct Formal Review

 home  back  review  goals  raci

Description

The formal review team reviews the Deployment Plan and reports their findings. The anomalies and issues are recorded. Disposition can be:

- Accept artifact
- Accept artifact conditionally (anomalies will be resolved)
- Additional artifact review required

The Approval Signatures are obtained during this review. The signatures are affixed to the appropriate appendix of the respective plan(s).

Artifacts Used

Deployment Plan
Deployment Plan Review Findings Summary

Artifacts Created



Artifact Review Agenda and Minutes
Updated Deployment Plan Review Findings Summary

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR4.3 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Release Manager resolves anomalies and issues with the Deployment Plan.

Artifacts Used

Deployment Plan
Deployment Plan Review Findings Summary

Artifacts Created

Updated Deployment Plan

Responsible Role

Release Manager

Tools





Standards



ProPath Reviews Guide

More Info....

Release Management: REL-2.3 Create Training Plan

 home  back  goals  raci


Description

Working with the VALU IT National Training and Education Office, the Training Manager completes the Training Plan. The Training Plan incorporates curriculum and training development, as well as the conduct of multi-level training, for the various components of the project. The plan also delineates responsibilities and provides a timeline for the development and conduct of required training relating to the project.

Artifacts Used

Configuration Management Plan
Deployment Plan
Release Management Plan

Artifacts Created

 Training Plan

Responsible Role

Training Manager

Tools

Standards

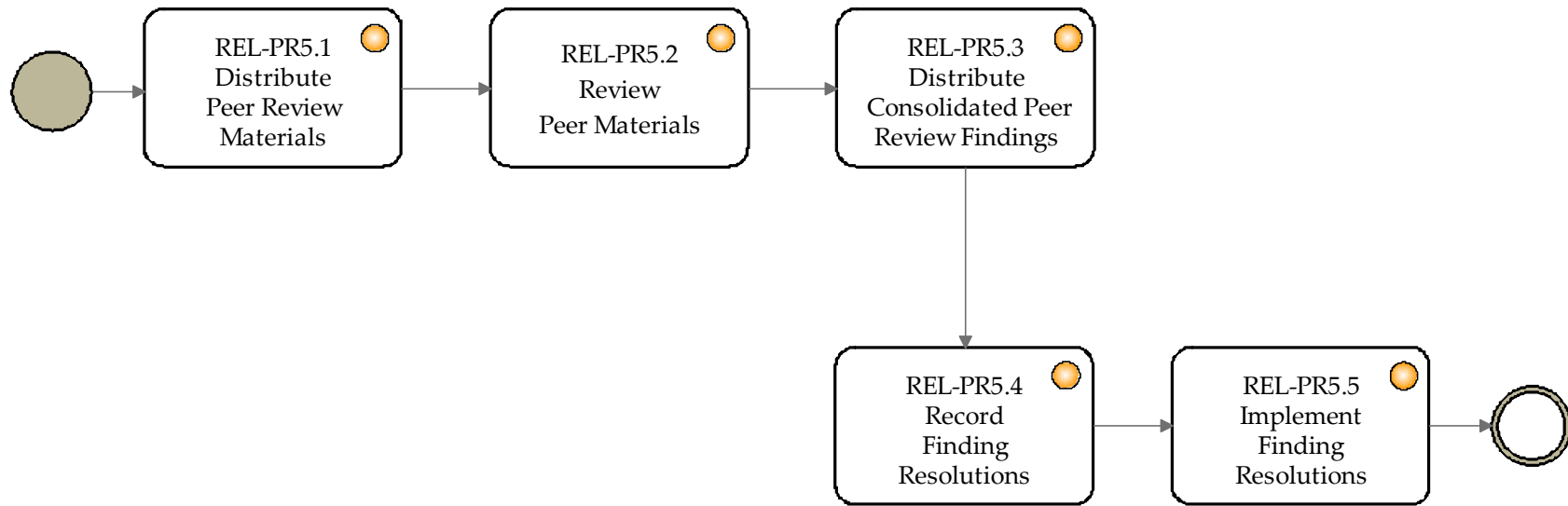
More Info....

Contact the VALU IT National Training and Education Office at the mail group **VA IT Training Requests**.



Peer Review: Training Plan

Training Manager



Release Management: REL-PR5.1 Distribute Peer Review Materials

 home  back  review  goals  raci

Description

The Training Manager distributes the Training Plan for peer review using the following steps:

1. Select the peers for the peer review team
2. Notify the peers of review team meeting logistics
3. Send the peer review team the Training Plan

Artifacts Used

Training Plan

Artifacts Created



Record of Notification

Responsible Role

Training Manager

Tools




Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR5.2 Review Peer Materials

 home  back  review  goals  raci

Description

The peer review team reviews the Training Plan and documents their findings using the following steps:

1. Identify anomalies and issues
2. Record anomalies and issues on the Training Plan Review Finding Summary
3. Submit findings to the Training Manager

Artifacts Used

Training Plan

Artifacts Created



Training Plan Review Findings Summary

Responsible Role

Training Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR5.3 Distribute Consolidated Peer Review Findings

 home
  back
  review
  goals
  raci

Description

The Training Manager receives, consolidates, and redistributes findings to peer reviewer(s) prior to peer review using the following steps:

1. Receive initial findings from reviewers
2. Analyze consolidated findings
3. Consolidate findings onto a single Review Findings Summary
4. Distribute consolidated findings to reviewers

Artifacts Used

Training Plan Review Findings Summary

Artifacts Created

Consolidated Training Plan Review Findings Summary

Responsible Role

Training Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR5.4 Record Finding Resolutions

 home  back  review  goals  raci

Description

The peer review team discusses the findings and documents their resolutions.

Artifacts Used

Consolidated Training Plan Review Findings Summary
Training Plan

Artifacts Created

Updated Consolidated Training Plan Review Findings Summary

Responsible Role

Training Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-PR5.5 Implement Finding Resolutions

 home
  back
  review
  goals
  raci

Description

The Training Manager resolves anomalies and issues with the appropriate plan(s).

Artifacts Used

Training Plan
 Updated Consolidated Training Plan Review Findings Summary

Artifacts Created

Updated Training Plan

Responsible Role

Training Manager

Tools

Standards



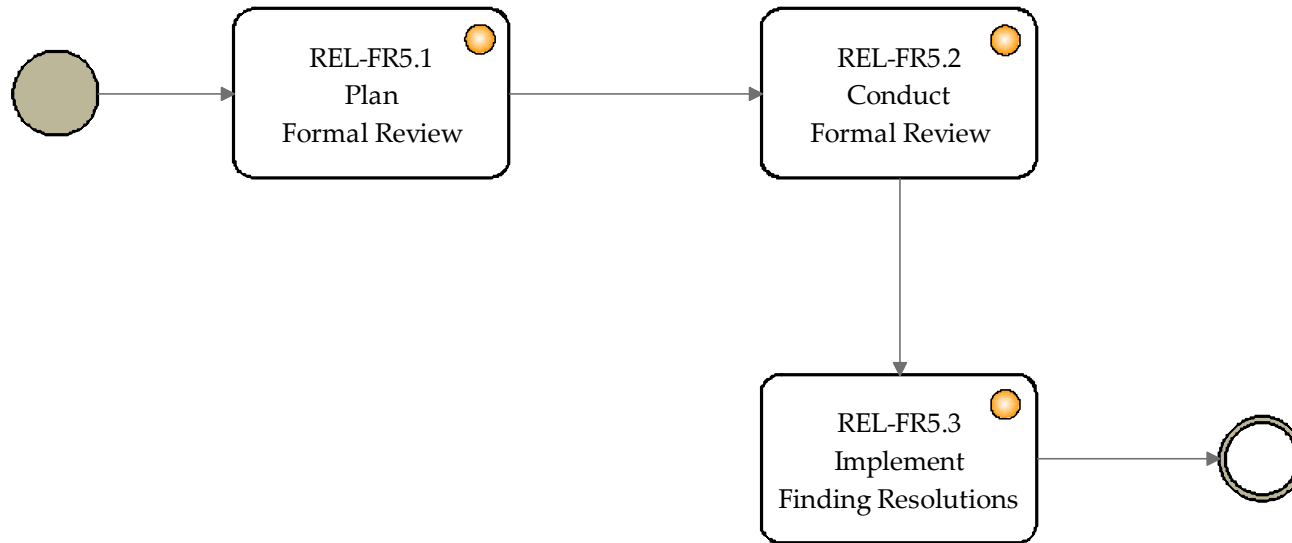
ProPath Reviews Guide

More Info....




Formal Review: Training Plan

Training Manager



Release Management: REL-FR5.1 Plan Formal Review

 home
  back
  review
  goals
  raci

Description

Once the Training Plan is ready for review, the Training Manager performs the following:

- Identify a Facilitator and Scribe
- Determine the formal review team – ensure customer is included in review team
- Determine review meeting logistics
- Create an agenda
- Distributes the Training Plan and the Artifact Review Agenda and Minutes

Artifacts Used

Training Plan

Artifacts Created



Artifact Review Agenda and Minutes
Training Plan Review Findings Summary

Responsible Role

Training Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR5.2 Conduct Formal Review

 home
  back
  review
  goals
  raci

Description

The formal review team reviews the Training Plan and reports their findings. The anomalies and issues are recorded. Disposition can be:

- Accept artifact
- Accept artifact conditionally (anomalies will be resolved)
- Additional artifact review required

The Approval Signatures on the Training Plan are obtained during this review. The signatures are affixed to the appropriate appendix of the Training Plan.

Artifacts Used

Training Plan
Training Plan Review Findings Summary

Artifacts Created



Artifact Review Agenda and Minutes
Updated Training Plan Review Findings Summary

Responsible Role

Training Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-FR5.3 Implement Finding Resolutions

 home  back  review  goals  raci

Description

The Training Manager resolves anomalies and issues with the Training Plan

Artifacts Used

Training Plan
Training Plan Review Findings Summary

Artifacts Created

Updated Training Plan

Responsible Role

Training Manager

Tools


Standards



ProPath Reviews Guide

More Info....

Release Management: REL-2.4 Prepare Product for Release

 home
  back
  goals
  raci

Description

The Release Manager communicates key information about the upcoming release to Stakeholders. This communication should include information regarding:



- Impacts to users and stakeholders
- Release Schedule
- What is being Released
- Miscellaneous Information deemed necessary

Technical Project Manager and Project Manager must plan for introductory orientation and training for your applications support teams providing on-going maintenance. This would include Product Support and Vista Maintenance at a minimum.

Artifacts Used

Communications Plan
 Software Release with Known Anomaly Reporting Memorandum, if applicable

Artifacts Created


-  Package-Patch Completion Transition Document
-  Release Announcement

Responsible Role

Release Manager





Tools


Standards

-  Initial Operating Capability Testing and National Deployment Request Guide

More Info....

Release Management: REL-2.5 Request Site Readiness Assessment

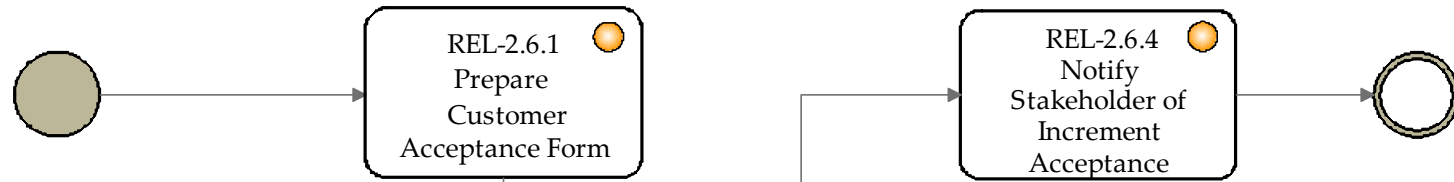
 home
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  raci

Description		<p>The Project Manager will identify the project deployment requirements. The Project Manager will request a Site Readiness Assessment from the Enterprise Operations and Field Development (EOFD) Integrated Project Team (IPT) Representative (liaison to the field), ie. Field Implementation Manager, EIE Project Manager, or Field Project Manager. This assessment determines the readiness of the field site to receive the deployment. The field liaison will work with the Office of Executive Support (OES) to create an Action Item to the field to solicit responses regarding site readiness. OES will create a share portal to collect the information, and send a formal request to the field with suspense dates. OES will monitor the responses from the field and notifies the field liaison when the action is complete. Responses can be exported into a spreadsheet for analysis.</p>
Artifacts Used		Requirements Specification Document
Artifacts Created		Request Site Readiness Assessment
Responsible Role		Project Manager
Tools		OES Action Item Request Share portal Spreadsheet
Standards		
More Info....		The EOFD Implementation Manager should be the liaison between the project and the field sites.

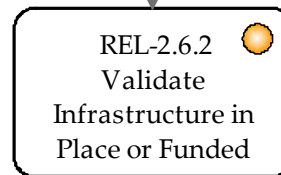
Release Management: REL-2.6 Accept Increment

home process back goals raci

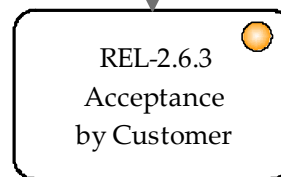
Project Manager



Release Manager



Customer



Release Management: REL-2.6.1 Prepare Customer Acceptance Form

 home  process  back  goals  raci

Description

The Project Manager prepares the Customer Acceptance Form. The Project Manager signs this to indicate that all increment requirements have been met.

Artifacts Used

Acceptance Criteria Plan
Requirements Specification Document

Artifacts Created

Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)

Responsible Role

Project Manager

Tools

Standards

[PMAS Guide](#)

More Info....

Release Management: REL-2.6.2 Validate Infrastructure in Place or Funded

 home  process  back  goals  raci

Description

The Release Manager signs the Customer Acceptance form indicating whether the IT infrastructure is in place or funded to deploy the increment. If not, Release Manager returns form to PM with notification of reasons for return.

Artifacts Used

Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)
Requirements Specification Document

Artifacts Created

Updated Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)

Responsible Role

Release Manager

Tools

Standards

[PMAS Guide](#)

More Info....

Release Management: REL-2.6.3 Acceptance by Customer

 home  process  back  goals  raci

Description

The Customer signs the Customer Acceptance Form indicating acceptance or rejection of the increment.

Artifacts Used

Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)
Requirements Specification Document

Artifacts Created

Updated Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)

Responsible Role

Customer

Tools

Standards

[PMAS Guide](#)

More Info....

Release Management: REL-2.6.4 Notify Stakeholder of Increment Acceptance

 home  process  back  goals  raci

Description

The Project Manager notifies stakeholders of acceptance or rejection of the increment via email including the Acceptance Criteria Plan. The stakeholders include but are not limited to: OOR, ITRM, ESPPP, and the Business Sponsor. If the Release Manager and/or Customer do not accept the delivery of the increment, the project has missed the milestone and receives a 'strike' ('3 strikes rule').

Artifacts Used

Customer Acceptance Form (Acceptance Criteria Plan - Attachment B)

Artifacts Created

Email of Acceptance/Rejection

Responsible Role

Project Manager





Tools

Standards

[PMAS Guide](#)

More Info....

Release Management: REL-2.7 Obtain Operational Acceptance

 home  back  goals  raci

Description

Release Manager working with the Project Manager, EIE Lifecycle Manager, and Operational Support Manager collaborate to complete the Operational Acceptance Plan describing resource availability and post-deployment expectations. Signatures indicate Operational Support Entity's willingness to accept responsibility for the support and operations of the product.

Artifacts Used

Concept of Operations (CONOPs)
Operational Acceptance Plan

Artifacts Created

Updated Operational Acceptance Plan

Responsible Role

Release Manager

Tools

Standards

More Info....

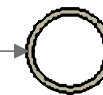
Release Management: REL-2.8 Conduct Final Product Review

 home  process  back  goals  raci


Release Coordinator



EIE Release Officer



Release Management: REL-2.8.1 Conduct Product Support Review

 home  back  goals  raci

Description

The assigned Product Support Release Coordinator will review the product based on the guidelines found in the Product Support Release of Products and Patches Guide.

Artifacts Used

Go/No Go Testing and Release Checklist
Package-Patch Completion Transition Document

Artifacts Created







Product Support Approval Document

Responsible Role

Release Coordinator





Tools

Standards

-  Product Support Account Maintenance Guide
-  Product Support Completion and Release Checklist
-  Product Support Release of Products and Patches Guide
-  Product Support Software Distribution Directories Guide

More Info....

Release Management: REL-2.8.2 Conduct EIE Release Office Review

 home  back  goals  raci

Description

The EIE Release Officer or designee will review the product for all testing and certification requirements. He/she will work with Product Support to assure the product is complete and acceptable for National Release.

Artifacts Used

Go/No Go Testing and Release Checklist
Package-Patch Completion Transition Document

Artifacts Created


 VA OI&T EIE Release Profile

Responsible Role

EIE Release Officer





Tools

Standards

 Product Support Release of Products and Patches Guide

More Info....

Release Management: REL-2.9 Submit VHA National Deployment Request

 home
  back
  goals
  raci

Description

The Release Manager submits the completed VHA National Deployment Addendum to mail group **VA OIT OED VHA Release Approval** for any software (VistA, HealtheVet and related Commercial-Off-The-Shelf/Government-Off-The-Shelf (COTS/GOTS)) that is released in the health care environment. This also includes products with external development. The items listed in Artifacts Used must accompany the request. Other activities include:


- Complete and submit the National Deployment Addendum
- Inform the Product Release Coordinator of status

This activity can be executed at the same time as activity REL 2.5 Request Site Readiness Assessment.

Artifacts Used

Installation Guide
 IOC Test Evaluation Summary
 IOC Test Site Concurrence Statements
 OED Testing Service Waiver, if applicable
 Package-Patch Completion Transition Document
 Software Release with Known Anomaly Reporting Memorandum
 SQA Review Checklist

Artifacts Created

 National Deployment Addendum


Responsible Role

Release Manager

Tools





Technical Services Project Repository (TSPR)

Standards

 Initial Operating Capability Testing and National Deployment Request Guide
[Release Request Process Site](#)

More Info....

Release Management: REL-2.10 Obtain VHA National Deployment Approval

 home
  back
  goals
  raci

Description

The Software Development Directors receive the approval to advance to VHA National Deployment via an Executive Decision Memorandum or VHA Issue Brief from the VHA OHI Release Board. The Software Development Directors inform the Development Managers of the decision via email and attach the memorandum or brief to be filed with project artifacts.

This activity can be executed at the same time as activity REL 2.7 Obtain Operational Acceptance.

Artifacts Used

Executive Decision Memorandum or VHA Issue Brief

Artifacts Created



Record of Notification

Responsible Role

Release Manager

Tools

Technical Services Project Repository (TSPR)





Standards



Initial Operating Capability Testing and National Deployment Request Guide
[Release Request Process Site](#)

More Info....

Release Management: REL-2.11 Post Product

 home  back  goals  raci

Description

The assigned Product Support Release Coordinator will release the product based on the guidelines found in the Product Support Release of Products and Patches Guide.

Artifacts Used

Executive Decision Memorandum or VHA Issue Brief

Artifacts Created

Automatic generated email

Responsible Role

Release Coordinator

Tools





Standards



Product Support Release of Products and Patches Guide

More Info....

Release Management: REL-2.12 Notify Support Entity

 home  back  goals  raci

Description

The EIE Release Officer or designee will finalize the VA OI&T EIE Release Profile, including a review by the Project Manager for accuracy. The EIE Release Officer or designee will send the VA OI&T EIE Release Profile to **VA IT EIE Release Notifications**. This indicates that the product has completed all certifications and requirements for release and operational handoff.

Artifacts Used

Executive Decision Memorandum or VHA Issue Brief
Enterprise Testing Services Findings Report
VA OI&T EIE Release Profile
Operational Acceptance Plan

Artifacts Created

Updated VA OI&T EIE Release Profile

Responsible Role

EIE Release Officer

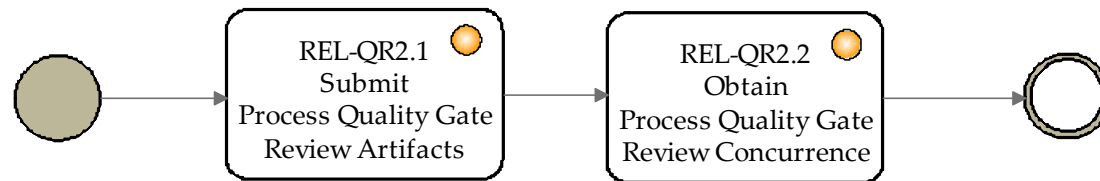
Tools

Standards

More Info....



Process Quality Gate Review: Release Deployment Plans



Release Management: REL-QR2.1 Submit Process Quality Gate Review Artifacts

 home
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  review
  goals
  raci

Description

The process quality gate review for Release Deployment Plans assures that the process has been successfully followed and all required artifacts have been completed and stored in the OED Project Repository. The Release Manager does the following:

- Captures lessons learned to date from project team members
- Completes and signs the Release Deployment Plans Process Quality Gate Review Checklist
- Submits the following to Process Quality Assurance for concurrence via the Outlook mail group - **OED Process Quality Assurance**:
 - o Lessons Learned Report
 - o Release Deployment Plans Process Quality Gate Review Checklist
 - o All plans and checklists created during this phase

Artifacts Used

Deployment Plan
 Deployment Plan Review Findings Summary
 Release Management Plan
 Release Management Plan Review Findings Summary
 Training Plan
 Training Plan Review Findings Summary

Artifacts Created



Process Quality Gate Review Lessons Learned Report
 Release Deployment Plans Process Quality Gate Review Checklist

Responsible Role

Release Manager

Tools

Standards



ProPath Reviews Guide

More Info....

Release Management: REL-QR2.2 Obtain Process Quality Gate Review Concurrence

 home
  back
  review
  goals
  raci

Description

The Release Manager does the following:

- Obtains concurrence from Process Quality Assurance
- Posts completed Release Deployment Plans Process Quality Gate Review Checklist and Lessons Learned Report to the OED Project Repository

Artifacts Used

Deployment Plan Review Findings Summary
 Process Quality Gate Review Lessons Learned Report
 Release Deployment Plans Process Quality Gate Review Checklist
 Training Plan Review Findings Summary

Artifacts Created

Updated Release Deployment Plans Process Quality Gate Review Checklist

Responsible Role

Release Manager

Tools

Standards



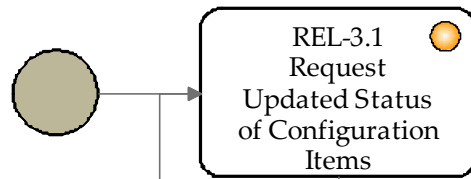
ProPath Reviews Guide

More Info....

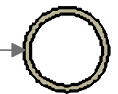
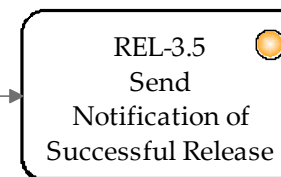
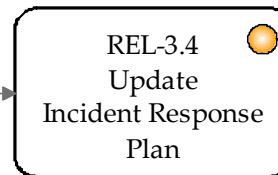
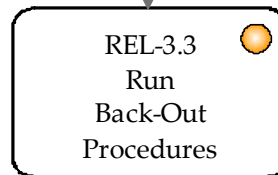
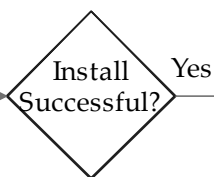
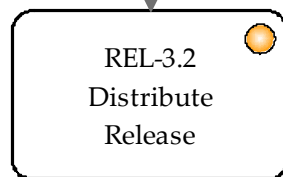
Release Management: REL-3 Distribute Release

home process goals raci

Configuration
Manager



Release
Manager



Release Management: REL-3.1 Request Updated Status of Configuration Items

 home  process  back  goals  raci

Description

The Release Manager requests an updated status on all Configuration Items (CI) related to the release. The Program Manager, Technical Project Manager, and Software Quality Assurance (SQA) Manager provide the Release Manager an updated status of Configuration Items. The updated CI status is distributed to deployment and implementation teams.

Artifacts Used

Configuration Management Plan
Go/No Go Testing & Release Checklist
Release Management Plan

Artifacts Created

Updated Release Management Plan

Responsible Role

Configuration Manager

Tools

Standards

More Info....

Release Management: REL-3.2 Distribute Release

 home  process  back  goals  raci

Description

The Release Manager approves distribution of the release. All configuration items are distributed in a release package using proper methods of distribution detailed in the Deployment Plan. The Release Manager uses the Go/No Go Testing and Release Checklist to ensure all required artifacts are included in the Release Package.

Artifacts Used

Deployment Plan

Artifacts Created

Release Package

Responsible Role

Release Manager

Tools

Standards

Go/No-Go Testing and Release Checklist

More Info....

Release Management: REL-3.3 Run Back-Out Procedures

 home  process  back  goals  raci

Description

The Implementation Manager, working with members of the release team, runs the back-out procedures as outlined in the Installation Guide and provides issue resolution information to the Release Manager.

The Release Manager analyzes the issue and determines the point in the lifecycle that should be readdressed and updates the Deployment Plan.

Artifacts Used

Contingency Plan
Deployment Plan

Artifacts Created

Updated Deployment Plan

Responsible Role

Release Manager

Tools

Standards

More Info....

Release Management: REL-3.4 Update Incident Response Plan

 home  process  back  goals  raci

Description

The Release Manager determines approach to resolve all incidents as reported in the Incident Report.

Artifacts Used

Incident Report

Artifacts Created

Updated Incident Response Plan

Responsible Role

Release Manager

Tools

Standards

More Info....

Release Management: REL-3.5 Send Notification of Successful Release

 home  process  back  goals  raci

Description

The Release Manager sends a Notification of Successful Release to all stakeholders and customers.

Artifacts Used

Project Management Plan – Communication Plan Sections

Artifacts Created

 Release Notification

Responsible Role

Release Manager

Tools

Standards

More Info....