COMPANY NAME

RELEASE DOCUMENTATION PROCESS Version 2.0

LAST UPDATED: March 23, 2017

Release Preview

- Completed in Confluence by the PM by EOD the Friday after the last sprint planning day
- Reviewed by Knowledge Manager and provided to Account Managers the following Tuesday (Word doc format, client-specific as needed)
- Includes:
    - List of major features and bug fixes for the release
    - Short descriptions of each (pulled from "Customer description" field in JIRA)

Release Notes

- Updated Confluence page (i.e., Release Preview info is finalized)
- Sent to clients the Thursday after feature complete (approximately 1 week before client testing begins)

Process:

1. KM reviews on Confluence
2. BAs and Imp QAs review
3. KM delivers to AMs (Word doc format, client-specific as needed) who send to clients

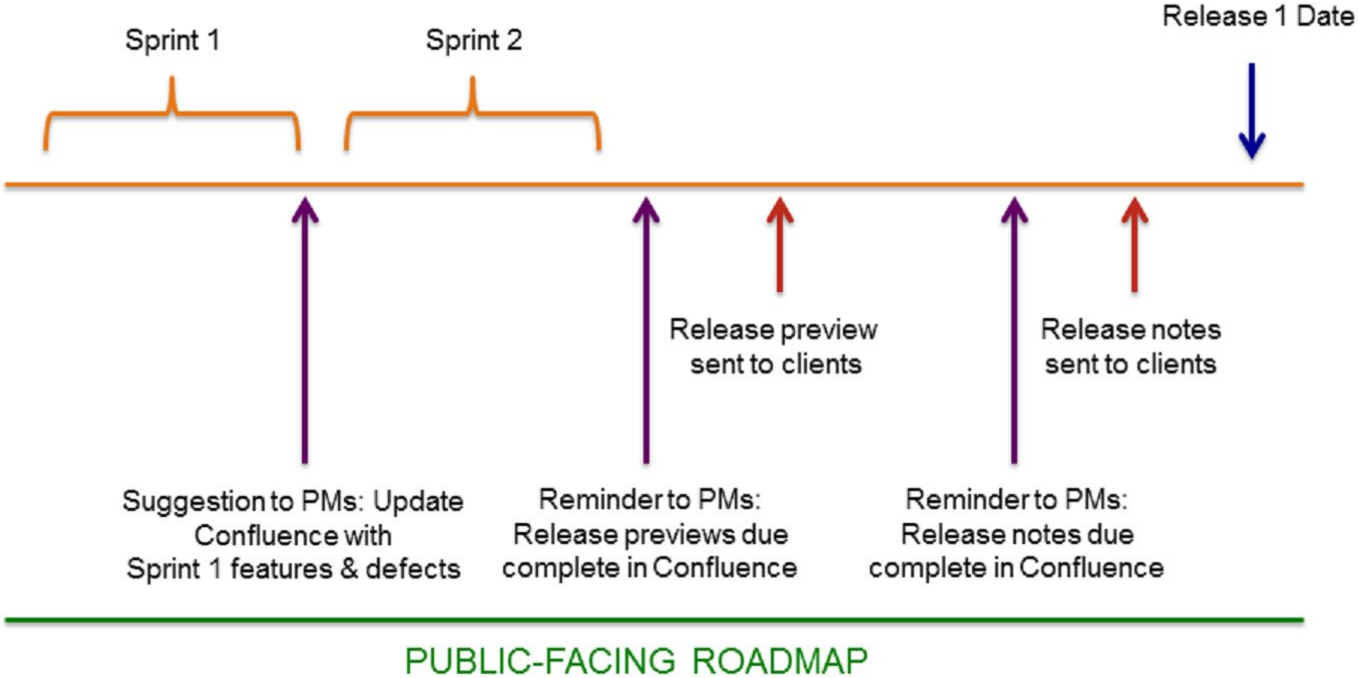
Additional documentation included with each release

Release Announcement

- Created by Marketing (if needed); nicely packaged documentation that clients can share with their clients.
- Provided to clients approximately seven days after release is in production.

Implementation spec (internal technical release notes/configuration info)

- Written by Product Devs for Implementation Devs.
- Technical doc needed to get the features live on client sites.


Sprint 1
Sprint 2
Release 1 Date
Release preview sent to clients
Release notes sent to clients
Suggestion to PMs: Update Confluence with Sprint 1 features & defects
Reminder to PMs: Release previews due complete in Confluence
Reminder to PMs: Release notes due complete in Confluence
PUBLIC-FACING ROADMAP