

**<PROJECT NAME>**

**Release and Deployment Plan**

**Prepared by:** Author

**PURPOSE OF DOCUMENT**

The objective of the Release and Deployment plan is to outline the methods and process to be used in initial deployment of the service components and the implementation of planned future releases or upgrades of software.

**RACI**

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| Responsible | Accountable | Consult | Inform |
| Project Manager | Project Board & Project Executive | Infrastructure, Applications, Service Management,  Research IT | Business Owner |

GUIDANCE NOTE: This should show who is responsible, accountable, consulted and informed with regard the document

**DOCUMENT CONTROL**

CHANGE CONTROL TABLE

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# Section A - Deployment

# Deployment Strategy & Approach

Guidance Note: Provide a high-level summary of the deployment strategy and approach planned for the service. Consider options such as waves, pilot launches, “big bang”, phased rollout and direct installation/parallel installation. Reference any documents that are used to manage release/deployment. The strategy should conform to the statutory requirements of IT Services established Release and Change Control processes.

# Deployment Method

Guidance Note: Describe what is deployed, where it is deployed, and what operational capabilities are the results of this phase of the deployment. Provide information on the deployment procedure of the application/system including step by step methods, technology, infrastructure and support considerations, deployment testing methods and any known conflicts or issues with the software.

# Deployment Schedule

*Guidance Note: The proposed dates and timeframe for the deployment. This should take into account the statutory requirements of IT Services established Release and Change Control processes and also refer to periods of Early Life Support as documented in the Early Life Support Plan (separate document).*

# Pre-requisites and Site / Recipient Readiness Assessment

*Guidance Note: Describe any site or recipient related conditions which need to be met before deployment can begin and how they will be assessed.*

# Special Operational Requirements or Dependencies

*Guidance Note: Describe any operational conditions which need to be met before deployment can begin and how they will be assessed.*

# Resource Requirements

*Guidance Note: List any specific additional resources required e.g. hardware, software, facilities, personnel or training requirements for the deployment team.*

# Section B - Release Policy

# Release Levels and Frequency

Guidance Note: Provide a high-level schedule for the planned delivery of each future release level (e.g. major, minor, emergency) indicating:

* Definition of release level
* Expected frequency

# Release Numbering

Guidance Note: Identify a standard for numbering and naming releases that follows established standards if available.

# Release Impacts

Guidance Note: Describe any business and/or system impacts associated with each release and the business processes that will be modified as a result of the deployment specified in this Release Plan. Identify any systems and interfaces that are directly impacted by the Release Plan and any impacts to end users during the release cycle. Describe the relevant benefits, objectives, and goals to be met with each release.

# Release Notification

Guidance Note: If there is release-specific communication that needs to occur specify the individual stakeholders and/or groups requiring notification of an impending release. Also describe the method for providing notification prior to and/or following successful release of the system/application. Specify the information required by each person or group and the timeframes for receipt of the information, prior to release.

# Operational Team or Roles

Guidance Note: Identify the team or personnel required to manage the planning, organisation, testing, and implementation of releases, change requests, etc.

Where appropriate include a release checklist that can be used to help the team identify when the product is due for and is ready for release.