‘Go Live’ Release Note

[RFC / Project Name]

*Purpose of document*

* *To create controls around the implementation of changes for Trust use*
* *This document focuses primarily upon IT changes being released from testing into a live environment*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project Sponsor | *e.g. Name & Title* | *DD/MM/YYYY* |
| Senior User |  |  |
| Senior Supplier |  |  |

Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *Name* |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **System:** |  |
| **IAO *(Information Asset Owner)*****IAA *(Information Asset Administrator)*** |  |
| **SLA *(Service Level Agreement)*** | *Link to SLA and / or information about Release Management of the service* |
| **RFC reference(s):*****(Include Risk)*** |  |
| **Type of Release:*****Minor (Link to doc)******Major (require formal project: link to doc)******Emergency*** |  |
| **Type of Release Bundle:** ***(Delta / Full/ Package)\**** |  |
| **Release Status:*****(Planning / In Progress / Halted / Closed)*** |  |
| **Planned Release Date:**  |  |
| **Planned Release Time:**  |  |
| **Planned Release Outage:*****(Downtime)*** |  |
| **Date/time by which Go/No Go decision has to be made** |  |
| **Expected User Impact:** |  |
| **Contingency arrangements during downtime:** |  |
| **Testing supporting evidence and sign off:** |  |
| **RollBack Plan:** |  |
| **Details of functionality that will be released:*****(Ref / list of functionality)*** |  |

|  |  |
| --- | --- |
| **Related Services affected *(iTop link if exist)*** |  |
| **Known errors** ***(issues not covered in this release)*** |  |
| **Further Information** | *Include links to other project documentation that is being or has been completed for the project, e.g. Handover to BAU; IG documents such as the Data Protection Impact Assessment (DPIA)*  |
| **Rollout Method and Planning** | *List of individuals (and their responsibilities) who are required in the support of the release and post release (until sign off)* |
| **Release Lead** |  |
| **Release Control Acceptance and Approved *(Name / Responsibility and Date)*** |  |
| **Communication to IT Operational Team** | *Informatics Operations Manager; Helpdesk* |
| **Communication to user community / Training:** | *Include link to the project’s communication plan*  |
| **Actual Release Date:** |  |
| **Actual Downtime:****(*to be recorded in service up/downtime log*)** |  |
| **Lessons Learned:** |  |
| **Release signed off / BAU:** |  |

***Notes***

***Delta Release:*** *Partial release containing only those items that have changed*

***Full Release:*** *Contains all components of the Release Unit whether they have changed or not*

***Package Release:*** *Grouping of full units, data releases or both (recommended for stability and for integrated testing).*