Template Instructions

<The following slides are provided as a guide to developing the Release Readiness Review presentations. Please remove this cover slide when using the template.>

Office of the Chief Information Officer

U.S. Department of Housing and Urban Development

Release Readiness Review Briefing

[System Name and Release #]

Date

Document Identifier

Agenda

- Core Team Members and POCs
- Release Readiness Review Entry Criteria
- Scope of Release
- Release Management Activities
- Capabilities, Constraints, and Assumptions
- Release and Backlog Structure
- Testing Activities
- Test Results Summary
- Review of Open Risks
- Release Retrospective

Core Team Members and POCs

Role	Organization/ POC(s)
Product Owner	
IT Project Manager	
Solutions Architect (EA Lead)	
Developers	
Testers	
Business Analysts	
Subject Matter Experts (SMEs)	
IT Security Representative	

Release Readiness Review Entry Criteria

Artifact	Status	URL
Architecture & System Design Document		Www.samplelink.hud.gov
Training Plan		
O&M Manual		
Data Conversion		
Deployment Package		
User Manual		
Security/Privacy Artifacts		
User Acceptance Test Report		
Test/Evaluation Plan		
Release Characteristics		

Scope of Release <Insert Release #>

<Describe the scope of the release that is being implemented>

<Describe the benefits of this release being implemented>

<Describe the technology changes being implemented by this release.>

Release Management Activities

Release Deployment	Description
Plan	Identify scope of the release. You can add multiple changes to a release. Ensure the source configuration items (CIs) are associated with the release. Prepare a task list for each release activity and task.
Build	Identify the installation scripts and packages to be deployed. Develop installation scripts, reports, and related procedures.
Test	Test the release package. Review the release package to ensure it can be accepted for deployment. Add the package to the necessary repository.
Plan Rollout	Create detailed plans, including release dates and deliverables, to roll out at each site. For each site, schedule delivery for new functionality that are part of the release. Schedule training if needed.
Communicate	Ensure stakeholders, end users, and support staff are aware of the proposed changes in the new functionality. To ensure a deployment is ready, schedule testing, system shutdowns, reminders, and so on.
Install	Confirm with Configuration Management the status of CIs involved in the release. Ensure target CIs are ready for release. Distribute the release to target CIs.
Distribute	Identify what's included in the release. You can add multiple changes to a release. Ensure source configuration items (CIs) are associated with the release. Prepare a task list for each release activity and task.

Capabilities, Constraints, and Assumptions

- **Core Capabilities**

<List and describe the core capabilities / objectives for this release>

- **Constraints**

<List and describe the key constraints for this release>

- **Assumptions**

<List and describe any assumptions impacting the release>

Release [#] and Backlog Structure

Number of user stories identified:	
Number of sprints planned for Release [#]:	
Average Velocity:	
Duration of a Sprint:	
Duration of a Release:	
Projected Release Readiness Date:	
Projected User Acceptance Testing	
Projected Date to submit Release Readiness Review Artifacts:	

Testing Activities

Test Phase	Test Executor POC	Status of Testing
Unit Testing	<POC Name>	<Not Performed/In Progress/Complete> <Explanation>
System Testing		
Integration Testing		
Smoke Testing		
Accessibility (508) Testing		
Function Testing		
User Acceptance Testing		

Test Results Summary

<Open Defects>

Provide description of the defect and the business functionality impacted by the defect.

<Closed Defects>

Provide description of the defect and the business functionality impacted by the defect.

Review of Open Risks

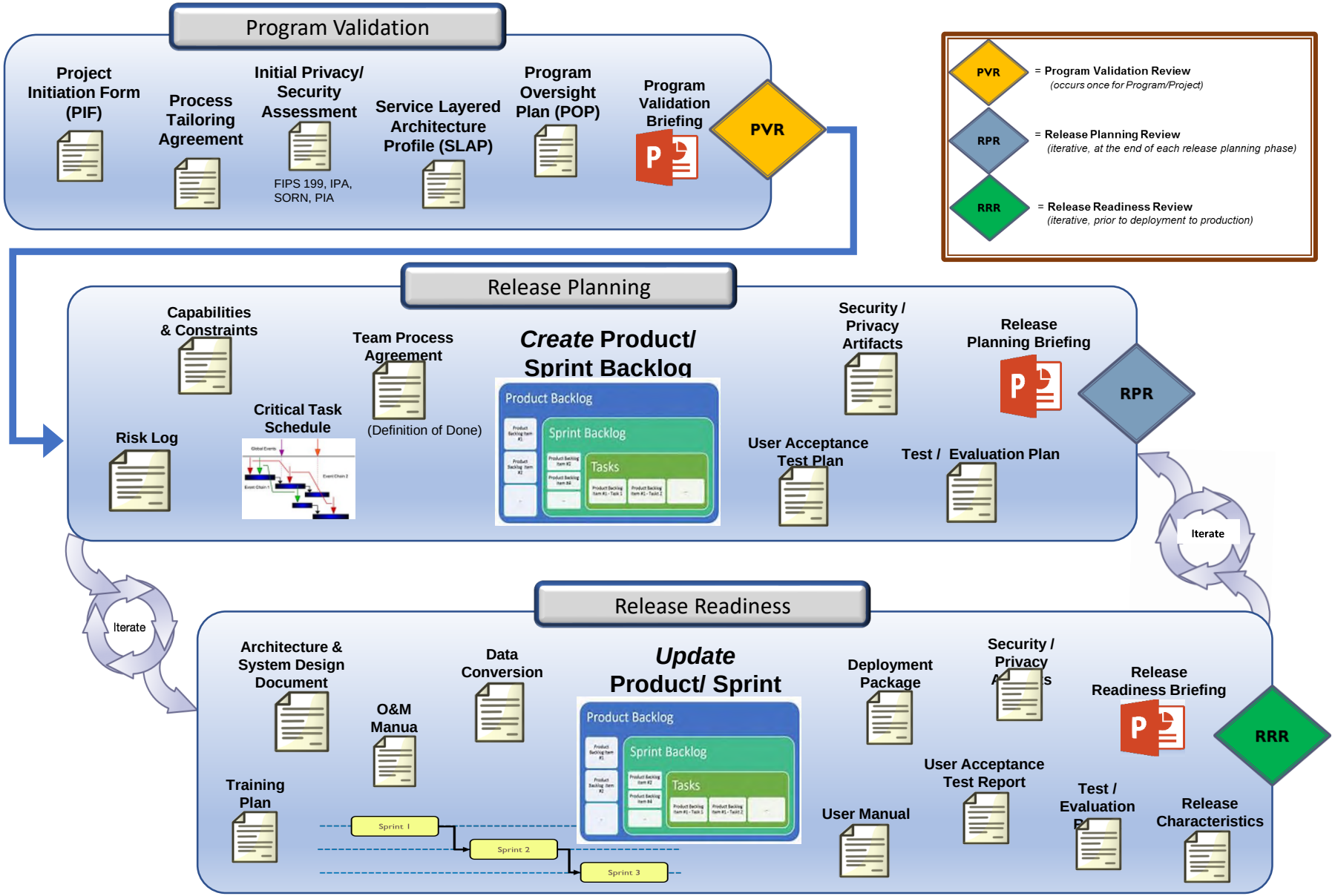
<This slide should include only the risks related to deploying this release, not the entire project risk register.>

Risk Name	Risk Description	Probability	Impact	Risk Approach (Mitigation, etc.)	Risk Owner
		[High]	[High]		
		[Moderate]	[Moderate]		
		[Low]	[Low]		

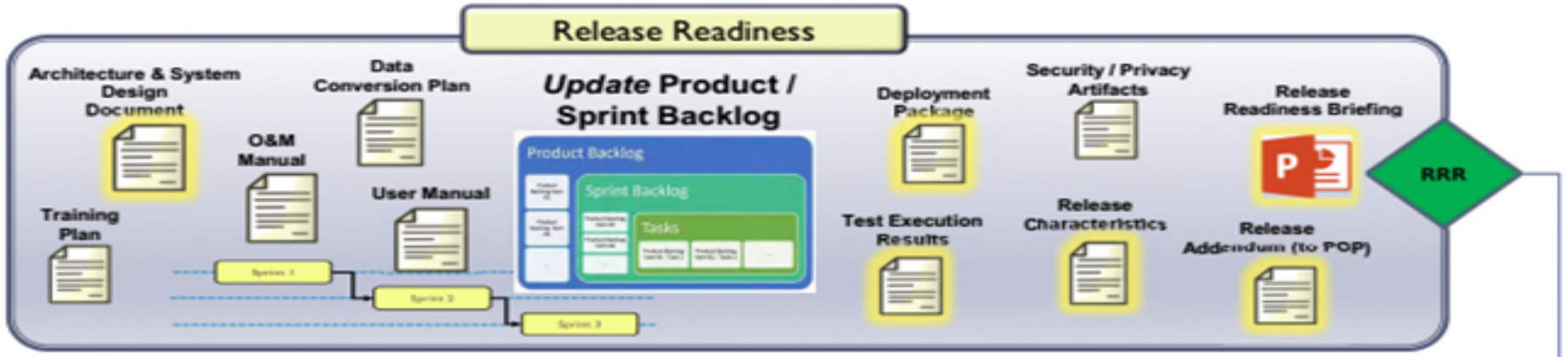
Release Retrospective

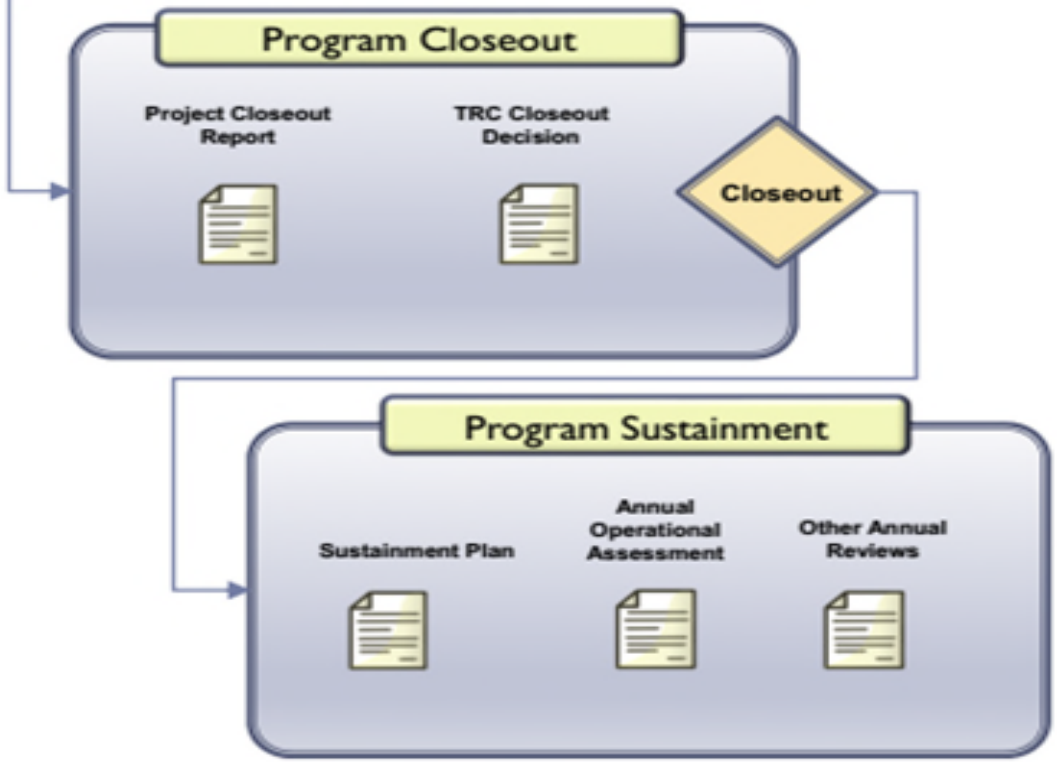
What went well in the release?	What could be improved?
o <Add details>	o <Add details>
What will we commit to improve in the next release?	**What questions do we have?**
o <Add details>	o <Add details>

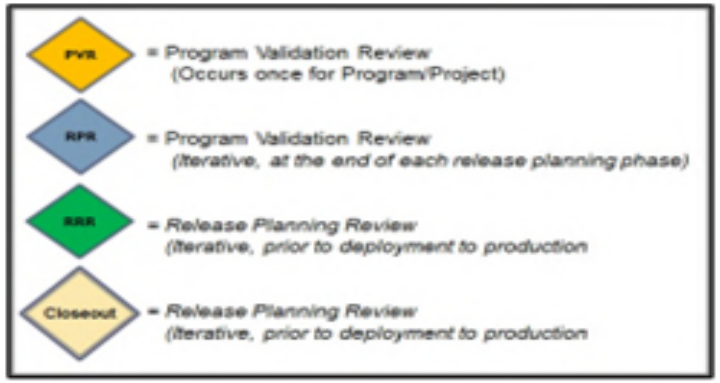
Notional PPM Path for Agile Activity - Core Artifacts



Notional PPM Path for Agile Delivery







= Agile Artifact