RELEASE AND DEPLOYMENT PLAN

Release and Deployment planning

Release Number:	

Release description:	Release scope:

References to the related S&P request for change, known errors and problems:

Request for Change:	*xx*	
Problem Record		
Service Design Package:		
Known Error Record	*zz*	

Risks:	Risk remediation measures:

Reference to test environment	Test Pass criteria:
City, 1st Street, Building 4, 2nd Floor, room 23	

Release deployment schedule:		Responsible for deployment:
Planned	*Date*	
Achieved	*Date*	

Ref. to acceptance environment:	**Acceptance Pass criteria:**
City, 1st Street, Building 4, 2nd Floor, room 23	

Remediation plan:	Acceptance test results:

Review Meeting organizer:	Review Meeting held on:
	Date

Early Line Support exit criteria:	Early Line Support end date:

Authorization:		**Date of authorization:**
Release lead:	Change Manager:	*Date*

Resource Manager for	
Release build	*Name*
Release test	Name
Acceptance test	*Name*
Release deployment	Name
Early Live Support	*Name*

Responsible for Release Plan	Responsible customer side
Name	

Usage instructions

Usage Instructions
Delete all comments when you start using the template.
For every release, create a new plan. Copy sheet "Release_Plan_No_##" and rename it. Do the same for any
template contains sample data (written in italics). Delete them and use your own data.
Grey fields must be filled.
If needed, add/remove, or, modify the content of the sheet.