

Release Process

Days before release	Step	Who owns this step?	Notes & Templates
21	Create CRQ request in Helix	Delivery Mgr	
14	UAT Sign off	End Users	
14	Go / No-Go	Scrum Master	See for example:
10	Attend Pre-CAB	Delivery Mgr	This will be on same week as CAB on Monday.
7	Attend CAB	Delivery Mgr	Every Thursday
7	Production deployment documentation	Data Engineer	
2	Get written access approvals	Data Architect	If there are new datasets to be created or accessed, obtain written approval from the data owners over e-mail
1	Code push to PRE PROD	Data Ops (Sai)	Support may be needed from architect and data engineers
1	Code push to PROD	Data Ops (Sai)	
0	Grant dataset permissions	Cloud Ops (Darren)	If there are new datasets, provide the written approval from data owners to Cloud Ops and ask them to grant the access
0	Initial run in PROD	Data Ops (Sai)	
0	Smoke test	BA	Spot check to confirm data looks OK
0	Stakeholder Communication	Product Owner	Send out celebratory communication e-mail to relevant users & stakeholders
0	Release Notes	Product Owner	Update Release Notes on the wiki
+1 to +14	Hypercare	Squad	Official period is 2 weeks of hypercare - but also after that, the squad is primary contact point

Hotfix procedure during hypercare:

For emergency fixes in PROD during the hypercare period, the squad needs to align with Data Ops (Sai) and the Delivery Manager needs to get approval from the Data Platform Release Manager (Pedro Alves)