

Bugfix Weekly Activities Planning

Bugfix request to RM

For bugfix for Prod, ensure that:

- The type of the jira ticket is Bug
- You have assigned the "bugfix/**" fixversion according to the bugfix fixVersion process*
- You have set the correct component CORE or iCARE
- The status is "Ready for UAT" or "Ready for Production"
- It's assigned to the RM

For bugfixes of monthly release, it's exactly the same the only difference is that the fixVersion is the monthly one, and in the status it can also be "Ready for INT"

Bugfix fixVersion process

When you create a bugfix to go to Prod:

1. If you already know when this should go to Production (taking into account time of development), create a fix version following the format bugfix /DD_MM_YY, and assign to the bugfix.
2. If you don't know when this will go to production, assign it to "bugfix-placeholder" fix version (created for all projects). After you know the day of deployment, switch the bugfix fix version following point 1.

Calendar of activities

The purpose of this weekly calendar is that for BugFix releases, we provide transparency and allow for planning on when the different actions for deployments to UAT and Production occur.

Some important details:

- While BugFix deployments to production will occur on Tuesday, Wednesday, and Friday, it's important that:
 - These are tested in UAT first, and therefore deployed to it following the timelines in the calendar.
 - For example, if I want to deploy a bugfix to production on Tuesday, I should make sure that
 - I have submitted it to release manager before the cut-off on Monday 4pm
 - A developer will be able to assist the release manager during possible fixes in the validation to UAT.
 - A Tester will be able to test from 11-12 CET, taking into account that the cut-off to include it in the deployment to production is 12pm CET.
 - On a general basis, there are no deployment to Production of BugFixes neither Mondays or Fridays, due to other deployment activities of Weekly / Monthly happening at the same time. However, if there is urgency, reach out to Release managers through the "Deploys" group to find a solution.
 - Differentiate HotFix from general Bugfix, to clarify that in the event of a HotFix (bugfix with maximum priority), this will be raised through the HotFix channel in google chat and release managers will assist for the soonest deployment of it, and possibly bypassing the calendar below due to business impact.

BugFix Weekly Activities										
	Monday		Tuesday		Wednesday		Thursday		Friday	
CET	UAT	P R O D	UAT	PROD	UAT	PROD	UAT	PROD	U A T	P R O D
10:00			Validation, Fixes and Deployment to UAT		Validation, Fixes and Deployment to UAT		Validation, Fixes and Deployment to UAT			
11:00			UAT Test							
12:00				12:00 CET - Cut-off for Tuesday Production deployment	UAT Test	12:00 CET - Cut-off for Wednesday Production deployment	UAT Test	12:00 CET - Cut-off for Thursday Production deployment		
13:00				Tue PROD Bug Fixing Validation & Deployment		Wed PROD Bug Fixing Validation & Deployment		Thu PROD Bug Fixing Validation & Deployment		
14:00			15:00 CET - Cut-off for Tuesday-Afternoon UAT Deployment		15:00 CET - Cut-off for Wednesday-Afternoon UAT Deployment		15:00 CET - Cut-off for Thursday-Afternoon UAT Deployment			
15:00			Validation, Fixes and Deployment to UAT		Validation, Fixes and Deployment to UAT		Validation, Fixes and Deployment to UAT			

16:00	Cut-off for first Monday/Tuesday UAT Deployment		Tue PROD Bug fixing Deployment		Wed PROD Bug fixing Deployment		Thu PROD Bug fixing Deployment		
17:00	Validation, Fixes and Deployment to UAT								
18:00		UAT Test		UAT Test		UAT Test			
19:00		19:00 CET - Cut-off for Wednesday-Morning UAT Deployment		19:00 CET - Cut-off for Thursday-Morning UAT Deployment		19:00 CET - Cut-off for next UAT Deployment			