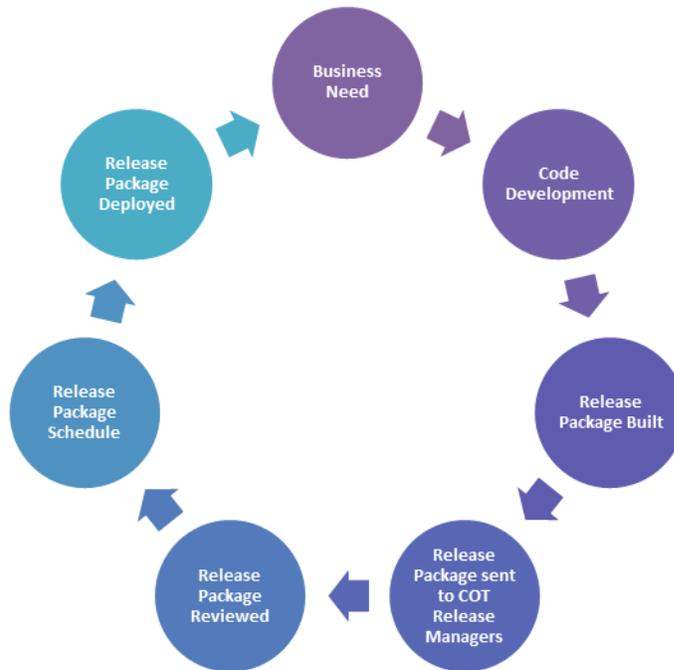**Release Management:** The following Process document outlines the steps in CIO-101 in a more comprehensive manner for end users. This process defines software release and how agencies will interact with COT to ensure software is deployed on Production systems in a controlled manner.

Why: Release management and change management attempt to ensure there are fewer errors in the enterprise by controlling the release process and eliminating situations where production may be broken due to poor planning or other errors. A good release process is part of a global software methodology and should apply to all computer systems used in a production manner. Change Management is a subset of release management and utilized to ensure the release management process is tracked properly.

What: Anything that should be changed in a production system should go through the release process. The release process may cover a full gambit of systems including development, test, and production or additional servers as determined in a systems lifecycle. Any code changes or changes to the system that affect end user functionality due to a code release or application release are included in this process.

How: As part of the development process of each system the developer, internal or external, should create a release package. A release package is all of the code and items necessary for a non-involved entity to deploy a release. A normal release package should include instructions for the release, a document of release notes, the code or executable necessary to deploy, and any additional information necessary to deploy the release. This package should also include the appropriate COT forms:

- [COT-F052 Application Code Movement Form for Distributed Systems](#)
- [COT-F053 Production Cutover Form for zSeries Systems](#)

Other forms or electronic equivalents may be defined later as necessary. As with most changes, the potential impact to the system and proper rollback strategy are important and should be documented heavily. The scheduled release time is also important as it will affect a production system.

Then what: The change management group and the change management librarians will review the necessary release and determine if it is complete. If a particular window of time is not available the change team will suggest alternates and work with other departments to ensure functionality and compliance. When the system is scheduled the submitters will be informed of the schedule for move to production, or advised on any additional steps or information necessary to do so. In the event of a poorly documented release or a release that security deems a risk, the release may be denied.

Under most circumstances releases and the associated tasks will be submitted through the Change Advisory Board to ensure effective communication and to consider other potential impacts on systems.

Deployment: Once the release is verified the necessary tasks will be created in the COT tracking system and the librarians or responsible change managers will deliver the code to the staging area. The proper teams will be informed of the schedule and location information to ensure the system is moved properly and in a timely manner.

Issues or events: In the case of an unexpected event or issue the requestor will be informed and the release rolled back until such time the release can be verified as complete.

In the event of Emergency releases, there may be multiple rapid iterations. It is imperative every iteration of the Emergency Release go through the Change Manager to ensure review and compliance.