

## Release Management Standard Operating Process (SOP)

**ERA Business Process Name:** Release Management Process  
**Process Owner:** Release Manager  
**Description:** This SOP identifies the responsible parties and their activities when implementing Operational Configuration Control Board (OCCB) changes.  
**Primary Product:** Deployed ERA Software Release  
**Triggers:** Receipt of approved Operational Change Request (OCR) Package.  
**Purpose:** To provide a structured approach for the deployment of ERA releases.

Steps	Description of Activity	Responsibility
1.	Receive an approved OCR package from the OCCB Secretariat.	Release Manager (RM)
2.	Using the implementation priority set by the OCCB, and with input from the Software Developer, schedule the OCR for a release. Assign probable release number.	RM
3.	Coordinate the proposed release schedule with the ERA Quality Management (QM), Testing, Configuration Management (CM), and Security functional areas such that each area can support the release within the timeframe allotted.	RM
4.	Notify LMC of approved OCRs.	RM
5.	Software Developer creates build.	RM
6.	Software Developer testing activities and development of Release Letter. Note: NARA test personnel participation is optional.	Software Developer
7.	Receives and distributes Release Letter for functional area review and approval. Coordinate testing activities with PMO Test Team.	RM
8.	ERA Test Team executes test cases or assesses Software Developer test results.	Test Team
9.	ERA Test Team passes Release? <ul style="list-style-type: none"> <li>• Yes – go to step 10</li> <li>• No – go to step 5</li> </ul>	Test Team
10.	Issue go/no go deployment notification; forward Release Notes to Help Desk for subsequent distribution to users.	RM
11.	Perform deployment/installation. Complete Release Letter. Notify RM of deployment status.	Software Developer

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12.	<p>Notify QM OK to verify by changing the state into CQ            Change state from “ Opened” to “Resolved”            Attach the Deployed Release letter to the Attachment tab in CQ,            Under Resolution Tab in CQ update the following Fields            “Deployed Release Field” (Deployed Release letter)and            “Assigned Field”(Assign QM Personnel)</p>	RM
13.	QM Verification Process	QM
14.	QM notifies RM that verification passed.	QM
15.	RM notifies OCCB Secretariat of verification of deployment	RM