

4. RELEASE MANAGEMENT

Topic/Question	
4.1	<p>Raise and Record Releases Does the tool automatically allocate a unique reference number for each RFC that is authorised for release?</p> <p>-----</p>
4.2	<p>CI Reference in the ID Does the tool accommodate a reference to the CI's that are included in the release?</p> <p>-----</p>
4.3	<p>Date and Time Stamp Does the tool automatically apply the date and time to new/updated release records?</p> <p>-----</p>
4.4	<p>Type of Release Can the tool distinguish between types of releases (major, minor and emergency)? Eg, does the tool assist with differing process activities.</p> <p>-----</p>
4.5	<p>Financial Planning Does the tool provide financial controls for releases? Eg, that funds are available, contracts and licences.</p> <p>-----</p>
4.6	<p>Document Management Does the tool support the electronic management of the numerous documents that are required for R&DM? Eg, plans, procedures, technical and service information.</p> <p>-----</p>
4.7	<p>Discovery Tool Integration Does the tool have the ability to use data as a baseline from an automated discovery in the planning of a release?</p> <p>-----</p>
4.8	<p>Scheduling Does the tool support the scheduling of release activities? Such as training, deliveries, transition environments and staff.</p> <p>-----</p>
4.9	<p>Proof of Licence Does the tool record that proof of licence meets legal requirements?</p> <p>-----</p>

4.10	<p>Procurement Interface Does the tool have an interface with procurement processes for the purchase of items required in the release? Eg, integration with purchase order process for hardware and software.</p> <p>-----</p>
4.11	<p>CI's Acquired Can the tool record that all configuration items needed for the release are available/have been received?</p> <p>-----</p>
4.12	<p>Build Management Does the tool support control mechanisms for building different types of release? Eg, visibility of the stage of the build and that all relevant policies, regulations and standards have been followed.</p> <p>-----</p>
4.13	<p>Release Testing Does the tool provide a tailorable framework or checklist for performing structured tests against documented requirements?</p> <p>-----</p>
4.14	<p>Updating the CMS Does the tool support automated processes to update the CMS with the new 'live' configurations?</p> <p>-----</p>
4.15	<p>CI Disposal Does the tool enable records to be kept about the decommissioning, transfer and disposal of hardware items?</p> <p>-----</p>
4.16	<p>Risk Does the tool enable the risk rating of the release?</p> <p>-----</p>
4.17	<p>Release Lifecycle Status Does the tool track the release lifecycle stage? Eg, that the release is being built, tested, deployed or has been closed.</p> <p>-----</p>
4.18	<p>Tracking the Release Activities Does the tool support the tracking of the release activities?</p> <p>-----</p>

4.19	<p>Fail Criterion Does the tool prevent further progression of the release in the event of a fail situation occurring? Eg, a release could fail due to lack of resources for the next step or service acceptance criteria have not been met.</p> <p>-----</p>
4.20	<p>Release Acceptance Does the tool ensure that sign-off is achieved before distribution and installation commences?</p> <p>-----</p>
4.21	<p>Roll-out Planning Does the tool enable effective planning? Eg, as part of the tool or via integration with a project management tool.</p> <p>-----</p>
4.22	<p>Distribution and Installation Does the tool support effective and efficient release distribution and installation? Eg, this may include the use of checklists when other technologies are deployed for installation purposes.</p> <p>-----</p>
4.23	<p>Process Flow Does the tool enable automated workflow?</p> <p>-----</p>
4.24	<p>Service Notifications Does the tool enable service notifications to be issued?</p> <p>-----</p>
4.25	<p>Process Integration Does the tool integrate with the change management process? Eg, with an approved RFC (request for change) and RFC closure.</p> <p>-----</p>
4.26	<p>Service Transition Closure Does the tool provide client-defined closure categories that link with change records?</p> <p>-----</p>
4.27	<p>Secure Audit Log Does the tool provide a secure audit log of all change/release updates and closure dates and times?</p> <p>-----</p>

4.28	<p>Staff responsibilities Can the tool capture the responsibilities of release staff on a role by role basis?</p> <p>-----</p>
4.29	<p>CMS Integration Does the tool have an integrated CMS that is visible in schematic form to aid release implementation planning, distribution and installation?</p> <p>-----</p>
4.30	<p>Release & Deployment Models Does the tool support the definition, creation and versioning of structured release & deployment models?</p> <p>-----</p>
4.31	<p>Release & Deployment Models Do release & deployment models enable management control of the environments, schedules, and all roles & responsibilities?</p> <p>-----</p>
4.32	<p>Release & Deployment Models Do release & deployment models support change evaluation of validation & testing?</p> <p>-----</p>
4.33	<p>Release & Deployment Models Do release & deployment models manage acceptance criteria, checklists and handover activities?</p> <p>-----</p>
4.34	<p>Release & Deployment Models Does the tool provide customisable templates for appropriate aspects of the release & deployment model?</p> <p>-----</p>
4.35	<p>Service Test Models Does the tool support service test models?</p> <p>-----</p>