

Software Release Plan

Scope, Milestones and Release Execution

Document release scope, owners, delivery gates, acceptance criteria and rollback.

1. Project Overview

Project	Horizon Customer Portal Launch
Project Manager	Kristina Smirnova
Date	2026-10-24
Product Version	2.4.0
Release Date	2026-11-12
Release Scope	SSO, request tracking and notifications
Go/No-Go Decision	Pending decision

2. Purpose and Instructions

Define release scope, check each gate and rehearse rollback. Confirm communications and a go/no-go decision before production rollout.

3. Release Activities

ID	Phase	Activity	Owner	Deadline	Acceptance Criterion	Dependency	Status
REL-01	Preparation	Code Freeze	Tech Lead	2026-11-02	All critical pull requests merged	Test completion	Done
REL-02	Validation	Acceptance Testing	QA Lead	2026-11-03	No open P0/P1 defects	Release build	In Progress
REL-03	Decision	Go/No-go Review	Release Manager	2026-11-04	All workstream leads approved	UAT and runbook	Not Started
REL-04	Release	Production Deployment	DevOps Lead	2026-11-05	Smoke tests passed; metrics stable	Approved go/no-go	Not Started

4. Readiness Gates

ID	Criterion	Owner	Evidence	Status
G-01	P0/P1 defects closed	QA Lead	QA report #118	Done
G-02	Rollback plan approved	DevOps Lead	Runbook #48	In Progress
G-03	Go/no-go approved	Kristina Smirnova	Decision record	Not Started

5. Risks and Dependencies

ID	Risk	Response Plan	Owner	Status
R-01	SSO API dependency	Validate fallback sign-in	Tech Lead	In Progress

6. Rollback Plan

ID	Rollback Step	Rollback Trigger	Owner	Status
RB-01	Route traffic to prior version	Sign-in failure	DevOps Lead	Done

7. Release Readiness Gates

- [] Critical defects resolved
- [] Rollback procedure approved
- [] Communications approved

8. Release Approval

Release Manager: _____ Date: _____

QA Lead: _____ Date: _____
