



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

MHHS ADO Training Guide

Release Management

#1 Release Management Form

Document Type - External

February 2024

MHHS Programme – Release Management form

Change Record

Date	Author(s)	Version	Change Detail
22/09/2023	Dean Bailey	0.1	Initial draft
06/10/2023	Dean Bailey	1.0	Updates following SRO review
25/10/2023	Dean Bailey	2.0	New process flow added into slide 8 and sections 2.Groups and 3. Release Management process flow created
20/02/2024	Karthikeyan Ganesan / Sreeja Dutta	3.0	New process flow added into slide 10 and sections 3. Release Management process flow created for Programme Participants

Reviewers

Reviewer	Role	Version
Nicola Farley	MHHS Qualification Manager	2.0
Simon Berry	LDP SI Test Support Manager	1.0, 2.0, 3.0
Kiran Raj	MHHS SIT Functional Test Lead	2.0, 3.0

MHHS Programme – Release Management form


Document References

Ref no.	Document name	Published
MHHS-DEL1704	MHHS ADO Training Guide #3 Raising a Defect in ADO	05/03/2024
MHHS-DEL1705	MHHS ADO Training Guide #1 Release Management Form	05/03/2024
MHHS-DEL1706	MHHS ADO Training Guide #1 Executing Test in ADO	05/03/2024
MHHS-DEL1703	MHHS ADO Training Guide #2 Defect Status Overview	06/10/2023
MHHS-DEL1707	MHHS ADO Training Guide #1 Creating Queries and Dashboards in ADO	06/10/2023
MHHS-DEL1736	MHHS ADO Training Guide #1 Environments Downtime Form	06/10/2023
MHHS-DEL 1701	MHHS ADO Training Guide #1 Permissions and Access Requests	06/10/2023
MHHS-DEL1796	Defect and Release Management Lifecycle diagram	06/10/2023

MHHS Programme – Release Management Form

To support the MHHS Programme in its Release Management process, a new ADO form has been created and can be found by clicking on the '+' icon, alongside the project title 'MHHS CIT Testing':

 Azure DevOps MHHSProgramme

 SITF Cohort E



The Release Management form will be used to record why the change is needed, the target environment and any outage time required. This form also provides users with space for adding descriptive information, including any benefits and/or justification for the request.

Note

When a new request is raised, the following fields will not be available for entry. These will be completed during the release management process:

- Approved
- Approved Date
- Approver
- Approved Environment

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1. When loading the Release Management form, the 'Name of raiser' and 'Date raised' fields will automatically populate with the name of the person raising the request and the date the request is being submitted.
2. When all information under the 'Request details' section has been entered, the user can save and submit the request by clicking on the 'Save & Close' button, found in the top right-hand corner of the screen.


The screenshot displays the 'NEW RELEASE MANAGEMENT' form. At the top, there is a notification: 'Field 'Title' cannot be empty.' Below this is a header area with 'Enter title', the user's name 'Karthikeyan Ganesan (MHHSProgramme)', '0 comments', and an 'Add tag' button. A 'Save & Close' button is highlighted with a red box in the top right corner. The form is divided into several sections: 'Request details' (with fields for Release Number, Raising Organisation, Participant Organisation Name, Name of raiser, Secondary contact, Date raised, Environment, Release type, Target release date, and Outage required), 'Status' (Release Status: Raised, Mapped on SpecMap: This work item is not mapped on any maps), 'Approval details' (Approved, Approver, Approved date, Approved Environment), 'Development' (+ Add link), and 'Related Work' (+ Add link, Add an existing work item as a parent). A 'Description' section is at the bottom with a 'Click to add Description' link. A 'Discussion' section at the very bottom has a text input field with a placeholder: 'Add a comment. Use # to link a work item, ! to link a pull request, or @ to mention a person.'

MHHS Programme – Release Management Form – Mandatory Fields

When first creating a request, the following fields will be mandatory. This information must be provided before the request can be saved in ADO:

- Release number
- Raising organisation
- Name of raiser
- Secondary contact
- Date raised
- Environment
- Release type
- Target release date
- Outage required

Note

- Should the user select Outage required as 'Yes', the Outage duration will become mandatory.
- Mandatory fields can be identified by the  icon.
- More information on the Release Management process can be found in the 'MHHS-DEL1089 Release Management and Configuration Approach' document, found on the MHHS Collaboration Base.
- It is the responsibility of the user raising a new request via this form to add any relevant impacted teams and/or impacted functionality. It is expected that they also notify any impacted areas for visibility and to reduce any impact to testing and potential lost execution time.
- In the event when Programme Participants are raising a request for release (RFC), it is their responsibility to inform other PPs in the same cohort as them. The SI team are not responsible for enforcing a release process for cohorts. (Not applicable for Central Parties)
- The Release Number field must follow a Major/Minor/Ad-Hoc/Emergency naming convention



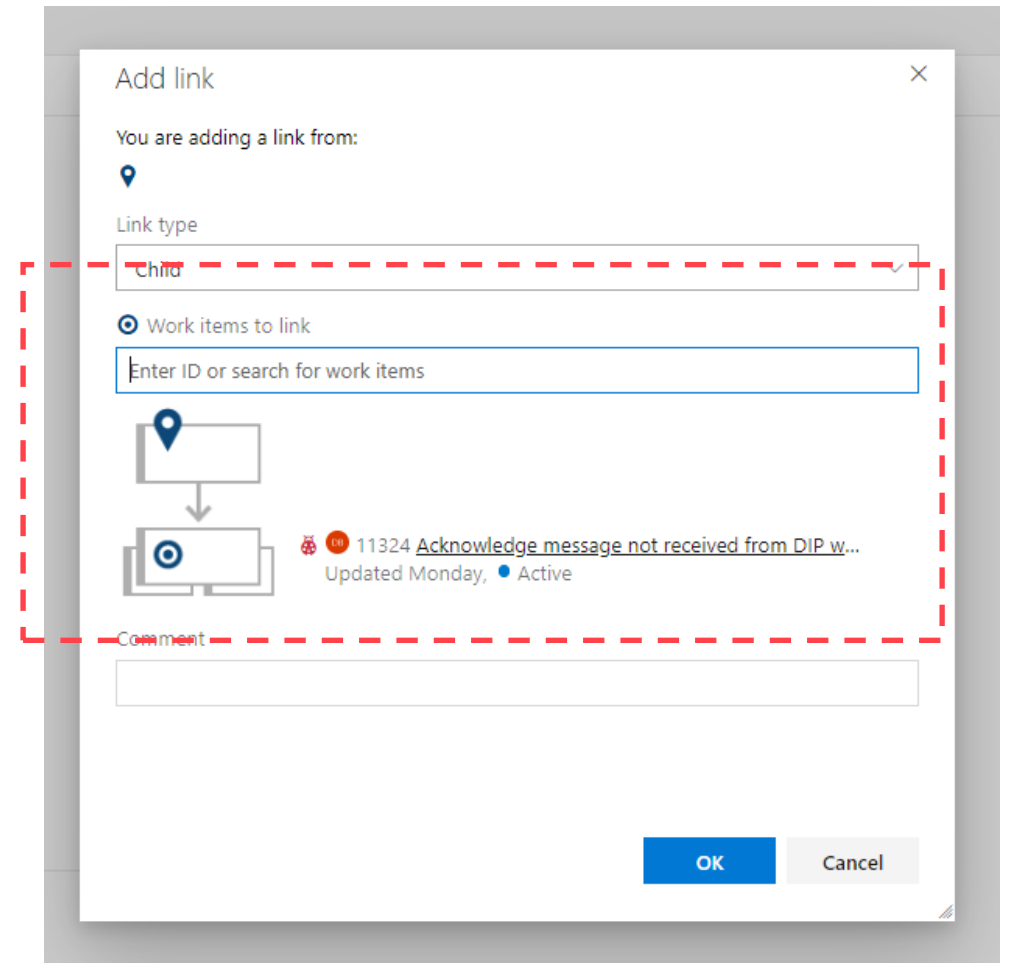
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2. Release Management process flow

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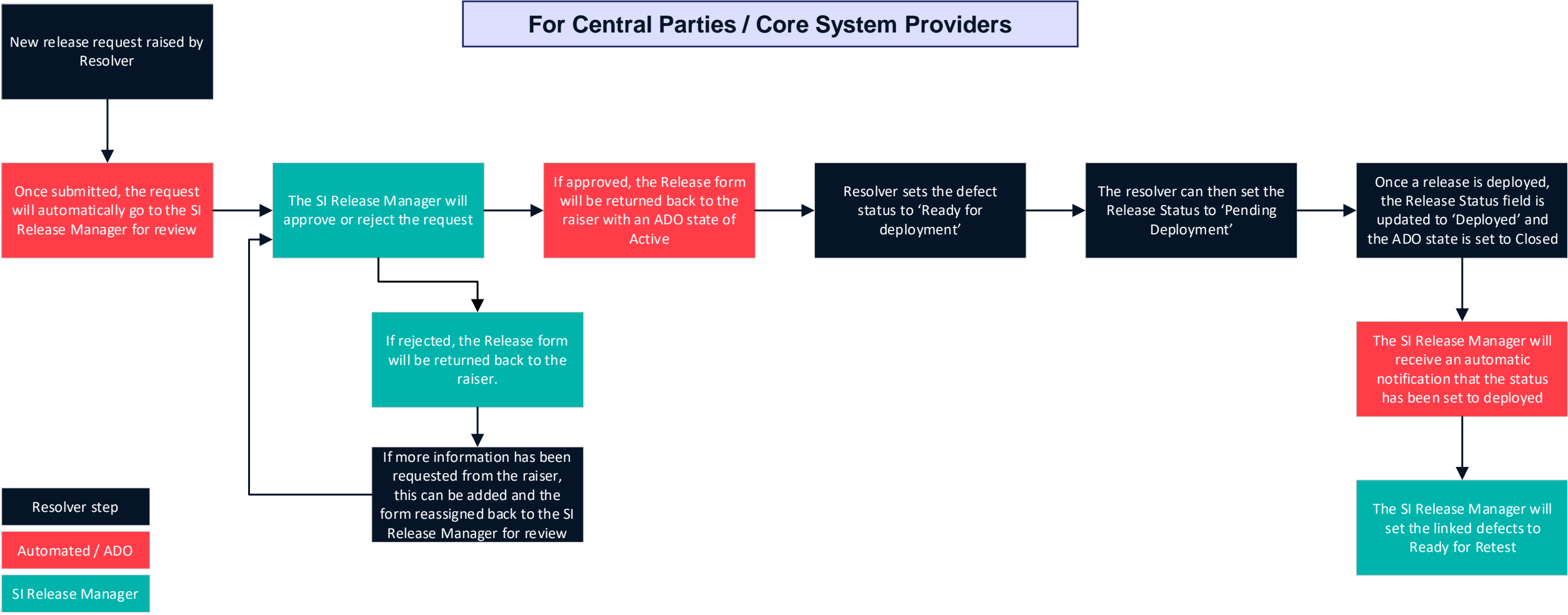
To support the defect retest process, it is important that any associated defect IDs are linked when raising a new request.

Linking defects can be done by selecting '+ Add link' from the Related Work sub heading and clicking on 'Existing item'. The defect ID can be entered directly into the 'Work items to link' field, which will then update the form as per the below screenshot. Once all applicable defect IDs covered by the Release request are entered, click 'OK' to close the pop up.

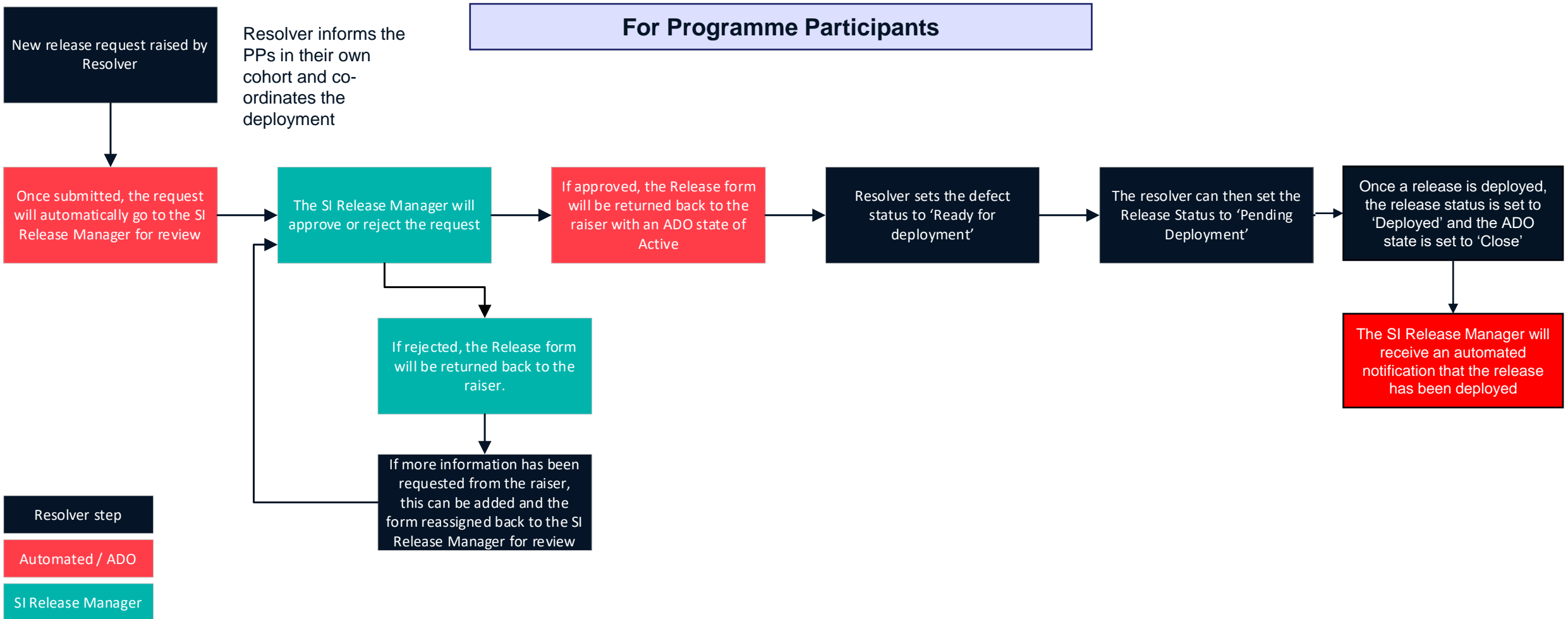


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For Central Parties / Core System Providers



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3. Groups

MHHS Programme – Groups

To help monitor the progress of a release request, groups have been created in ADO and will be used to populate the 'Assigned to Group' field. These are a clear indicator as to who has current responsibility of a release request. The groups and responsibilities of maintaining these can be found in the diagram below:

Main groups throughout the Defect lifecycle

[MHHSProgramme]\SI Defect Management

- Will be automatically set when a new defect is raised

[MHHSProgramme]\SI Release Management

- Will be automatically set when a new release request is raised

[MHHSProgramme]\Resolver (i.e. Avanade)

- To be set by the SI Defect team when a defect is assigned out to resolver
- To be set by the SI Release Management team when a release request is assigned back to resolver

[MHHSProgramme]\Test Participant (i.e. Helix)

To be set by the SI Release Management team when a defect is assigned back to participant for retest

Other available groups

[MHHSProgramme]\SI Test Data

To be used when assigning defects to the SI Data team for investigation

[MHHSProgramme]\SI Design

To be used when assigning defects to the SI Design team for investigation

[MHHSProgramme]\SI Test Assurance

To be used when assigning defects to the SI Assurance team

Note: Groups will be maintained throughout testing and additional groups will be introduced as the programme progresses through CIT Intervals. Each Central Party is a resolver.