



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

---

# MHHS ADO Training Guide

## Release Management

### #1 Release Management Form

---

Document Type - External

October 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
26/09/2024	Sreeja Dutta	3.1	Requirement of additional information from Central Parties have been added. Updated Reviewers
03/10/2024	Sreeja Dutta	4.0	Updates following SRO review

## Reviewers

Reviewer	Role	Version
Nicola Farley	MHHS Qualification Manager	2.0
Heath Thomas	LDP SI Test Support Manager	3.1, 4.0
Kiran Raj	MHHS SIT Functional Test Lead	2.0, 3.0, 3.1, 4.0

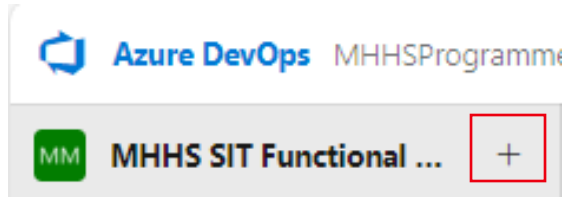
# MHHS Programme – Release Management form

## Document References

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

# 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 SIT Functional Master':



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**

All the Release requests from Cycle 3 onward need to be raised in the 'MHHS SIT Functional Master' ADO project. No other cohort projects should be used to create Release requests.

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

# MHHS Programme – Release Management Form

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 title input field with a red error message: 'Field 'Title' cannot be empty.' Below this, the user's name 'Sreeja Dutta (MHHSProgramme)' and '0 Comments' are shown. The form is divided into several sections:

- Request details:** Includes fields for Release Number, Raising Organisation, Participant Organisation Name, Name of raiser (populated with 'Sreeja Dutta (MHHSProgramme) <sreeja.dutta@mhhsprogramme.co.uk>'), Secondary contact, Date raised (26/09/2024, 10:55), Environment, Release type, Target release date, Outage required, and Outage duration.
- Status:** Shows 'Release Status' as 'Raised' and 'Mapped on SpecMap' as 'This work item is not mapped on any maps'.
- Approval details:** Includes 'Approved', 'Approver', 'Approved date', and 'Approved Environment'.
- Deployment:** Contains a message: 'To track releases associated with this work item, go to [Releases](#) and turn on deployment status reporting for Boards in your pipeline's Options menu. [Learn more about deployment status reporting](#)'.
- Development:** Includes an 'Add link' section with a message: 'Link an Azure Repos [commit](#), [pull request](#) or [branch](#) to see the status of your development. You can also [create a branch](#) to get started.'
- Related Work:** Includes an 'Add link' section with a message: 'Add an existing work item as a parent'.


The bottom of the form has a 'Description' section with a 'Click to add' link and a 'Discussion' section.

# 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

# MHHS Programme – Release Management Form – Additional Information for Central Parties

Central Parties need to provide the below additional information regarding releases in the 'Description' field

- What defects are fixed in this deployment
- Any other changes that do not relate to ADO tickets
- What is content of release (in detailed technical terms, beyond the ADO defect numbers)
- Are there specific scenarios that the fix addresses?
- Root cause present in Defect template
- are there any specific instructions / guidance to other PPs following the deployment of the fix
- Has any data needed to have been updated in their system because of the fix. if so, please provide details
- What is the impact due to the code change? Specify areas/Interfaces/PUBS/scheduling etc
- What testing and retesting is recommended / required
- What regression test is required after each deployment
- Scope and Evidence of internal test before release



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

---

## 2. Release Management process flow

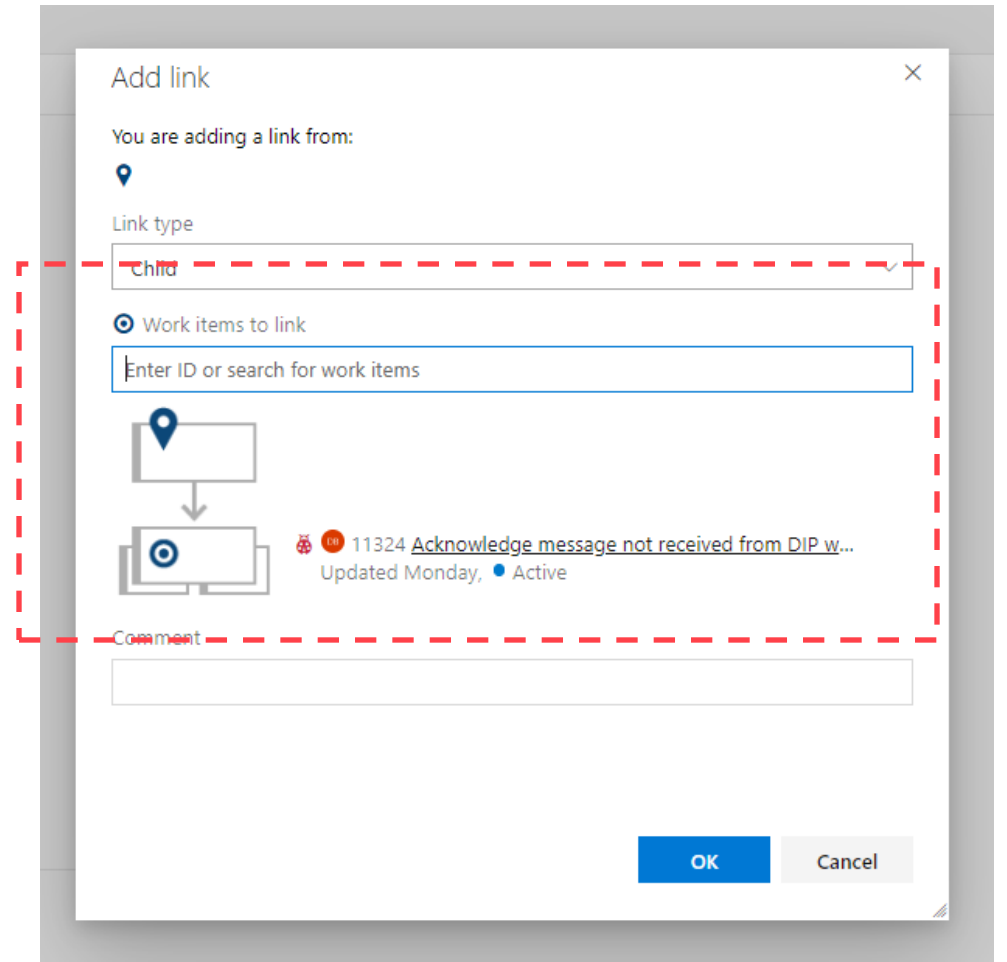
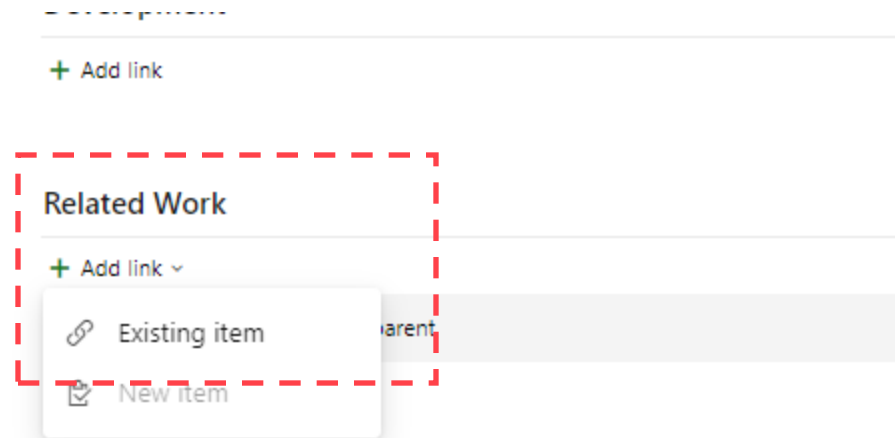
---



# MHHS Programme – Release Management Form

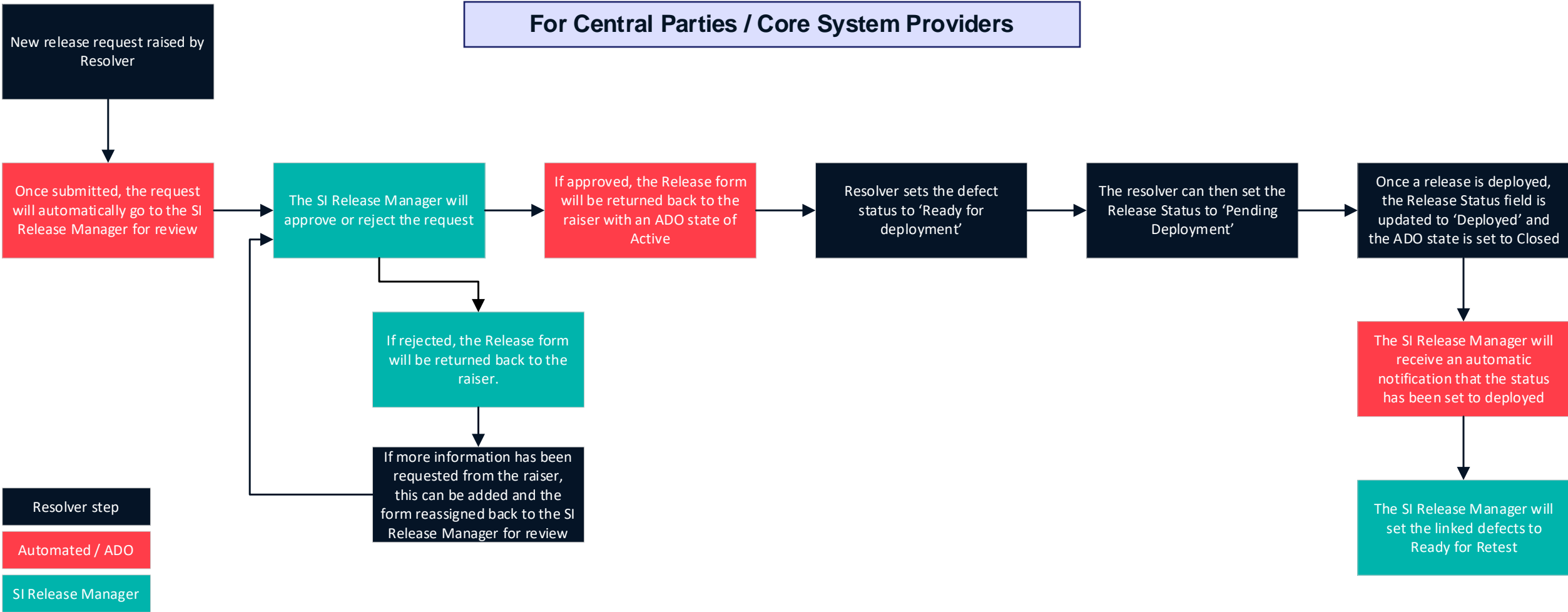
To support the defect retest process, it is important that any associated defect IDs are linked when raising a new request.

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.

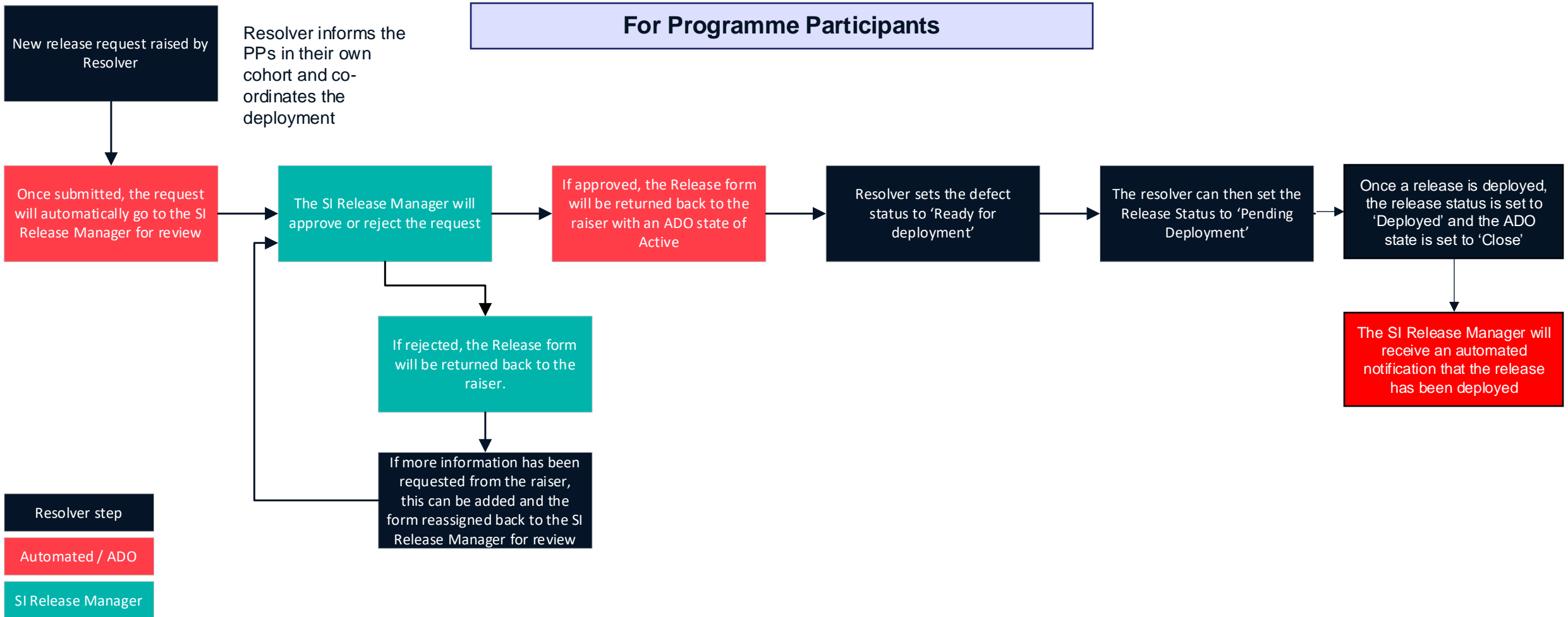


# MHHS Programme – Release Management Form

For Central Parties / Core System Providers



# MHHS Programme – Release Management Form





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

---

## 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.