Release Process Milestone Planning

CNTT Elbrus release planning (for reference)

Proposed milestones

Note: this table is ONLY intended to identify criteria for the milestones (i.e., a checklist to determine whether the milestone has been reached). It does not speak to how these items will be done, or when they will be initiated. Those will be determined separately.

Milestone	Description	Software Criteria	Software Processes	Specification Criteria (adapted from Elbrus release)	Specification Processes	Delta	Notes
MO	Start of release	None		None			

Release Definition	Agreement on scope	Agreement on scope	High level scope	High Level Scope	M0+4w
Release Definition	Agreement on scope and versions RC & RI effort scoped with owners identified RM & RA versions selected Note: RI version aligns with RA version (e.g., RI2 version number will be identical to the selected RA2 version) Note: the selected will not be the same RA version selected will not be the same RA version in that is currently in process	Agreement on scope and versions RI (Note: aligned with RA version for which an RC exists, or which will be completed before RI) 1. RI workstrea m lead (WSL) initiates community discussion with stakeholde rs (weekly technical discussion , email, etc.) a. RM and RA ver sio ns b. Fe atu ress fro m RA sel ect	High level scope created	Work stream leads complete template (see example from Elbrus planning) Present to TSC TSC approval RC If there is a new or updated RA, then we will need a new, or updated RC. Note that this is NOT necessarily the same RC referenced by the RI under development in the current release cycle. It may be the same, if the plan is to complete an RC before development of the RI within the same release cycle (see MZ). Affirmation from RC workstream lead that RC will be developed in the current release cycle. GitHub Release manager sets release name Release manager sets milestone dates	M0+4w
	with the specificat ion team (N-1) Note: R A specifies	ed foor imp lem ent ation 2. Develop			
	Openstac k /Kuberne tes Prioritized features selected for implementation from specifications	consensus 3. RI WSL make recommen dation to the TSC 4. TSC votes			
	Project release plans submitted Note: Submission of a project release plan also serves as an intent-to- participate notification	Project plans Software projects will submit a project plan, following the template developed for OPNFV for the Jerma release.			
		Release manager creates common release name string for Jira			
		RC validation plan created or updated RC lead(s) confirm validation plan ready			
		RI validation plan created and or updated RI lead(s) confirm validation plan is ready			
			elease schedule approved		
		(Release manager prepares sc	hedule and presents to TSC	C for feedback and approval)	

M2	Scope Freeze		RC Readiness		Software development review of specifications	M0+14w	
		Initial RC(s) ready for RI implementation (not required if RI selected at M1 is pre-existing) Jira issues assigned to release	RC workstream lead confirms RC readiness (email, documented in the TSC, etc), including identifying coverage of the associated RA. JIRA issues Release manager confirms that each participating project has assigned issues to the release using the "Fix Version" field in Jira	Software development review of PRs completed High Level Issues created as per scope (including review and feedback by software team)	Developers review specifications being referenced for the current release cycle. Developers create issues in GitHub Issues for the GitHub project that represents the specific specification being reviewed. High Level issues created in GitHub 1. Issues appear on project dashboard		
M3	Code: RC Validation Testing Spec: Content Freeze	RC validation testing completed High priority Jira issues resolved Preliminary documentation completed RC validation testing the value of the valu	RC validation testing RC workstream lead confirms successful completion of validation test plan (Note: validation test plan (Note: validation test plan is TBD) Should be independent of RI High priority Jira issues resolved Confirmed by release manager Preliminary documentation Confirmed by the DOCs team (Note: currently no DOCs team or integrated documentation) RI development is completed Confirmed by RI workstream lead(s)	Content created matching issues Note: this does NOT mean that the creation of issues will stop. Issue s will continue to be created as needed.	Only scope covered by closed PRs is included in the release Workstream leads present the closed PRs to the TSC o RM, RA(s), RC(s), RI(s) PRs are marked complete in the project dashboard	M0 + 18w	
M4	Code: RI Validation Testing Spec: Proofreading	RI validation testing completed High priority Jira issues resolved	Part Validation testing completed The lead for each RI presents the validation plan and results to the TSC and confirms that testing is completed. High priority Jira issues resolved Confirmed by release manager	Proofreading: Validate content and make corrections No new content after this point for this release	All issues in to do list (dashboard) should be completed or backlogged.	M0+22w	
M5	Release Readiness	Final documentation completed RI cookbook completed Remaining Jira issues assigned to the release closed or pushed to next release artifacts Tag the version of artifacts to be released Tag the version of artifacts to be released Release release artifacts Release branch instead of master Release manager collects artifact references from PTLs and communicates those to releng Release Branch Release URLs to RM Release URLs to RM RM verifies URLs RM provides confirmed URL list to website manager (aka Brandon) for publication on the website Standalone project testing completed	Final documentation Track issue in Jira or equivalent RI Cookbook Track issue in Jira or equivalent Jira cleanup Verified by release manager Release artifacts Questions: Link to individual docs in github, or just point to main repo? Do we have any format requirements for software artifacts (container, RPMs, etc.)?	Release content finalized Creation and submission of marketing highlights Finalize version numbering for RM, RA1, RA2 Traceability matrix	Traceability Matrix (RI=>RA, RC=>RA, RA=>RM) • Captured by current specification documentation processes	M0+25w	
			Marke	eting highlights page comple	ted		

M6	Release	A Delegan satisfactor	• B-l	M0+26w	
		Release artifacts available for	 Release packaged (branched in 		
		distribution Standalone project self-	GitHub), specification		
		release completed	documents presented in the		
			ReadTheDocs format		
			iomat		

Notes from release process discussion at weekly technical meeting (March 15, 2021): Anuket Weekly Technical Discussions - 2021.03.15 #Releasemilestones(M1)-Releaseplanning-

Schedule Proposal for June Release (compressed to 16 w)

Milestone	Date	Notes
МО	10 Mar 2021	
M1	30 Mar 2021	
M2	11 May 2021	
M3	01 Jun 2021	
M4	15 Jun 2021	
M5	22 Jun 2021	
M6	01 Jul 2021	

Notes

Attendees: David, AI, Jim, Trevor

• Plan for set of milestones for software development, since we have agreed that specifications and software will use different cadences.