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Release Calendar Template

What is Release Calendar Template?

A release calendar template is a pre-designed document that outlines the key milestones and deadlines for a product or project release. It provides a structured framework for planning, tracking, and managing the release process, ensuring that all stakeholders are aligned and informed throughout the journey.

A typical release calendar template may include sections such as:

1. Release Overview:
    - Project name
    - Release date
    - Brief description of the release
2. Planning and Preparation (Pre-Release):
    - Milestones: critical tasks to complete before the release
    - Deadlines: specific dates for completing these milestones
3. Development (In-Release):
    - Tasks: detailed list of work items to be completed during the release
    - Estimated effort: approximate time required for each task
4. Testing and Quality Assurance:
    - Test plans: outline of testing activities and scope
    - Test schedules: specific dates and times for testing
5. Deployment and Rollout:
    - Deployment plan: strategy for deploying the release to production
    - Rollout schedule: timeline for rolling out the release to different user groups or regions
6. Post-Release Activities:
    - Review and analysis: post-release review of successes, challenges, and lessons learned
    - Retrospective: team reflection on what went well and areas for improvement

The benefits of using a release calendar template include:

1. Improved planning and coordination: Ensure all stakeholders are aligned and aware of the release plan.
2. Enhanced visibility: Track progress and identify potential issues early on.
3. Better communication: Clearly define roles, responsibilities, and expectations throughout the release process.
4. Increased efficiency: Streamline tasks and reduce duplication of effort by identifying dependencies and critical path activities.
5. Reduced risk: Identify and mitigate potential risks through proactive planning and contingency planning.

By using a release calendar template, teams can ensure a smoother and more successful product or project release, ultimately leading to increased customer satisfaction and business value.

project, management, planning, testing, deployment, quality, assurance, release, risk, mitigation

Release Calendar

Project Information

- **Project Name:**
- **Project Manager:**
- **Release Coordinator:**
- **Calendar Start Date:**

Release Schedule

Release 1:

- **Features:**
  - Feature 1
  - Feature 2
- **Target Release Date:**
- **Status:** (e.g., Planning, In Development, Testing, Ready for Release)

Release 2:

- **Features:**
  - Feature 1
  - Feature 2
- **Target Release Date:**
- **Status:**

Monthly Overview

January

- **[Date]**: Release/Feature Description
- **[Date]**: Release/Feature Description

February

- **[Date]**: Release/Feature Description
- **[Date]**: Release/Feature Description

Weekly Breakdown

Week 1 (Jan 1 - Jan 7)

- **Monday**:
  - Task/Feature Description
- **Tuesday**:
  - Task/Feature Description

- **Wednesday**:
  - Task/Feature Description

Week 2 (Jan 8 - Jan 14)

- **Monday**:
  - Task/Feature Description
- **Tuesday**:
  - Task/Feature Description
- **Wednesday**:
  - Task/Feature Description

Dependencies

- **Release A** depends on **Release B** completion.

Risks and Mitigations

- **Risk:**
  - Mitigation Strategy

Approval

- **Approved by:**
- **Signature:**
- **Date:**

Export as PDF

Related:

- Project management

External links:

- Free Release Planning Template —*softr.io*
  - Use Softr's Release Planning template to plan and execute your product releases seamlessly.
- Release Calendar Template Excel Template – ITSM Docs - ITSM Documents & Templates —*itsm-docs.com*
  - The release calendar template is a spreadsheet that lists the product releases for a company or business. It can be used as an important template in information systems to manage and plan resources, such as staff, time, and money. A release calendar template excel template is an Excel spreadsheet with rows and columns of dates on which products are released.

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