

Software Release Deployment

A process documentation example for the engineer on release duty.

Document Control

Process ID	ENG-052
Owner	Release Manager
Version	6.2
Last reviewed	20 Aug 2026
Next review	20 Nov 2026

Scope

TRIGGER

Release branch cut and CI green.

FINISH CONDITION

Release tagged, monitored for 60 minutes with no new priority-1 alerts.

Procedure

- ☐ **1. Release manager confirms every ticket in the release is marked QA-passed**

Owner: Release manager · Output: release checklist with ticket IDs

- ☐ **2. On-call engineer posts the deploy window in the release channel 30 minutes ahead**

Owner: On-call engineer · Output: posted notice with rollback owner named

☐ **3. Engineer runs the migration on staging and verifies the smoke suite**

Owner: Engineer · Output: green smoke run linked in the channel

☐ **4. Engineer deploys to production behind the feature flag, flag off**

Owner: Engineer · Output: build number recorded

☐ **5. Engineer enables the flag for 10 percent of traffic and watches error rate and latency for 15 minutes**

Owner: Engineer · Output: dashboard screenshot in the channel

☐ **6. Engineer ramps to 100 percent, tags the release and posts the changelog**

Owner: Engineer · Output: git tag and changelog entry

ROLLBACK

Any priority-1 alert inside the 60-minute window means flag off first, then revert the deploy; the rollback owner named in step 2 makes the call.