Technical Team Release tasks - January 2021

Date	Responsibility	Action / Deliverables
18 Nov 2020	DevOps Team	Maintenance screen to be raised in Production once Content Release Lead confirms content cut off is complete (they will request this via "Infra" JIRA ticket)
18 Nov 2020	Development Team	Check that inferred relationship coming from Snomed Release Service match those in Snowstorm to avoid large and unnecessary data reconciliation effort. New pre-condition + post-condition RVF checks should cover this?
18 Nov 2020	Development Team	Traceability content verification - Checks to be completed in order to ensure that there are no concepts in the termserver that were promoted by the authors, but yet somehow didn't make it into MAIN ready for versioning (as has happened before) Confirmed complete via email by Dev team on 08/12/2020 at 17:33
19 Nov 2020	DevOps Team	Termserver branching and Release versioning (*DevOps to raise tickets themselves as per Terance's request*): ⚠️ INFRA-5998 - Jira project doesn't exist or you don't have permission to view it. SNOMED International Release Management Procedure - Versioning and Branching the International Edition
24 Nov 2020	WCI (External Team)	Once the mapping team have finalised the maps, update the Mapping Drip feed *(DevOps to raise JIRA ticket for WCI under the parent Release ticket)*
25 Nov 2020	DevOps Team	*Provisional date to drop Maintenance screen and re-open Content authoring for next editing cycle - UPDATE DATE IN FUTURE IF WE DECIDE WE CAN LET THE AUTHORS BACK IN EARLY*
26 Nov 2020 - 06 Dec 2020	DevOps Team	Once Release Manager sends proposed Beta release package: • run the test upload into Dev browser to ensure no issues. • re-configure the Daily Build + Daily Build browser to work in the next Editing cycle - ○ Browser Daily Build Process
02 Dec 2020	DevOps Team	Once the final Beta release is published, re-start the mapping Drip Feed - *this can actually be done earlier than the final Beta if required, as the only pre-requisite is to complete the ICD-0/ICD-10 testing in the Beta build. This is simply to provide confidence that it's unlikely that we'll need to make map changes during the Beta stage, which could in theory create re-work for the teams. This risk should be balanced against the growing backlog of map changes, and a decision made whether to use an early Beta build to switch the drip feed back on.*
03 Dec 2020	DevOps Team	Create a new, separate instance of the Dev browser with the provisional Beta release package as a baseline. This is to allow the Content Team to verify that all of the Beta fixes have been applied correctly, & haven't had any adverse impacts.
09 Dec 2020	DevOps Team	Once Release Manager sends proposed Beta release package, run the test upload into Dev browser to ensure no issues. First recreate dev from prod data so version does not already exist.
21 Dec 2020	DevOps Team	Create a new, separate version of the Dev browser with the provisional Member release package as a baseline. This is to allow the Content Team to verify that all of the Alpha/Beta fixes have been applied correctly, & haven't had any adverse impacts.
18 Jan 2021	DevOps Team	Enable Feedback fix project promotion and promote (will go to release branch) ***POSTPONED TO 25 Jan 2021 FOR THE Jan 2021 Release only, due to urgent incoming Vaccines work***

01 Feb 2021	Development Team	Once Release Manager confirms Production release is published, update both the
		
		• Release Stats Summary Report:
		  ○ https://confluence.ihtsdotools.org/pages/viewpage.action?spaceKey=RMT&title=SNOMED+CT+Release+Stats+Summary+report
		• Individual Release Stats Report:
		  ○ https://confluence.ihtsdotools.org/display/RMT/SNOMED+CT+Release+Statistics+Report+-+July+2016+edition
		
		Check this through with Peter as likely unnecessary now with new reports...

01 Feb 2021	Development Team to pair with DevOps Team	Once Release Manager confirms Production release is published: • Merge any and all Feedback fixes back into MAIN (eg) ⚠ INFRA-5438 - Jira project doesn't exist or you don't have permission to view it. • Export changes as delta and import into INTQA project for current authoring cycle • Merge fixes down into MAIN at point of versioning https://prod-snowstorm.ihtsdotools.org/snowstorm/snomed-ct/swagger-ui.html#!/Admin/promoteReleaseFixUsingPOST • Changes are in authoring task INTQA-3995 - currently in review, assigned to Maria. • Ask the content team to verify everything is as expected in MAIN, according to their intentions when authoring the fixes (outstanding)
01 Feb 2021	DevOps Team	Once Release Manager confirms Production release is published: • Update all Production systems (authoring platform, browser) using the final S3 published package. • This needs to include the new Release Stats page in the browser (https://browser.ihtsdotools.org/qa/#/descriptive-statistics), which can be updated using step 7 ("*If this is the final INT release we need to also update the Stats*") in these instructions: https://confluence.ihtsdotools.org/display/DEVOPS/Browser+Release+Updates From September 2020 ensure that the GPS ValueSet is available through the FHIR API ie https://browser.ihtsdotools.org/fhir/ValueSet/gps