Release Notes Process for "Important Upgrade Considerations"

Goal: For each release, to identify and communicate any software changes that, without human intervention, may impact library operations.

Process:

- **What:**
  - Capture changes system administrators need to be aware of (whether they work for a library or a hosting provider)
  - When in doubt - add! The key is that we don’t want to miss anything.
  - Each item should tag a person (developer, PO etc.) who can be contacted if there are questions

- **Where:**
  - Quarterly release notes are available from this page. Each release notes document will have a section for “Important Upgrade Considerations”.
  - Example: Important upgrade considerations can be seen at the top of the Edelweiss release notes page

- **When:**
  - Draft release notes page will be created on the wiki at the beginning of each development quarter
  - Add notes anytime

- **Who:**
  - POs and team leads are responsible for adding relevant items to release notes during the development period
  - System administrators may discover gotchas when upgrading tenants - please share what you learn!
  - Anyone with knowledge of an issue is encouraged to contribute to this page
  - If you aren’t sure whether you should add an issue, reach out to the relevant PO, tech lead or system administrator

- **How (Draft):**
  - The following is the suggested format for writing an important upgrade consideration
  - Each app should Maintain its own table.

<table>
<thead>
<tr>
<th>Change or Addition</th>
<th>Considerations</th>
<th>Action required</th>
<th>Action timing</th>
<th>Contact person</th>
<th>Comments</th>
<th>Related JIRA issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>What has been changed or added that should be noted for this release</td>
<td>What challenges may arise related to this change or addition</td>
<td>If applicable, detail what action(s) must be taken here</td>
<td>When can the action be taken (before, during or after upgrade)</td>
<td>User name of person that can provide additional detail</td>
<td>Name of user leaving comment: comment on what you encountered or ask a question @mention Contact person</td>
<td>Include issue link for bug fix, story or feature that applies</td>
</tr>
</tbody>
</table>

**Checklist:**

Use this space to list specific types of issues that should always be included.

- Was a new staff slip added? If a migration script was NOT created for it (ideally one would have been), the team should clearly note that a new staff slip has been added
- Etc.