

Roles and responsibilities

R=Responsible

A=Accountable/Approver

C=Consulted

I=Informed

Release Coordinator (RC) - [Oleksii Petrenko](#)

Scrum-master (SM) - [Folio Development Teams Home](#)

Platform PO - [Jakub Skoczen](#)

QA Lead (QaL) - [Anton Emelianov](#)

TL - [Folio Development Teams Home](#)

FOLIO DevOps Lead - [Jakub Skoczen](#)

FSE(EBSCO) - [Hanna Hulevich](#)

Release activities	RC	SM	Platform PO	PO	QaL	TL	Dev Team	FOLIO DevOps Lead	Patron team	FSE (EBSCO)
Plan platform API freeze	A	I	R	C	I	I	I	I	I	I
Prepare release plan and share it with community	R/A	I	C/I	C/I	I	I	I	C	I	I
Prepare Bug-fest environment	C	I	I	I	A	C	I	I	I	R
Verify that all modules that are involved to release has associated owner										
Inform teams regarding deadlines										
Major/feature release										
GitHub : Merge temporary release branch tmp-release-X.Y.0 to master.	I	I	C	C	I	A	R	I	I	I
Jira : Mark as released. Add next versions.	A	R	I	I	I	C	I	I	I	I
Slack : Announce on #releases	I	I	I	I	I	A	R	I	I	I
Teams release planning										
Review #release channel daily	I	A	C	C	N/A	R	I	I	I	I
Plan module upgrade to new component (1-2 sprints)	I	C	C	A	N/A	R	I	I	I	I
Ongoing release actions										
Notify team regarding release gaps	A	C	R	C	I	I	I	I	I	I
Contact with EBSCO FSE team regarding bugfest environment preparation	R/A	I	C	I	C	C	I	I	I	I
Ask PO to make smoke/sanity testing before bugfest start										
Create jira dashboard to track bug fest issues (team and community)	A	C	R	I	I	I	I	I	I	I
Shares bug-fest status and load for teams: via email, via slack	A	C	R	I	I	I	I	I	I	I
Bugfest actions										
Bugfest setup	C	I	I	I	A	I	I	I	I	R
Review bugfest data	A	I	I	R	C	I	I	I	I	I
Bugfest timeline/milestone	R/A	I	I	I	C	I	I	I	I	I
Requesting a testrail account	C	I	I	I	R/A	I	I	I	I	I
Request for an update to merged to bugfest	C	I	I	I	A	I	I	I	I	R