

21 MARCH 2019



Release Schedule

Electricity Authority
Monthly Maintenance Release Schedule



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Version	Date	Reason for Change	Changed By
1.0	18/03/2009	Initial release	Jade Software Corporation
2.0	21/03/2019	Updates to document format Modified production release date	Jade Software Corporation

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Introduction

This document describes the process and schedule employed to perform monthly software maintenance releases to the Electricity Registry.

This document is available on the Electricity Authority website.

This software maintenance process has been adopted upon recommendation from the Registry Annual Audit.

Schedule

Registry software maintenance releases will follow the schedule below.

Maintenance releases will involve a brief outage

UAT

Release to UAT is performed each month as follows:

Date	Time
2 nd Sunday	03:00am

Production

Release to Production is performed each month as follows.

Date	Time
4 th Sunday	03:00am

Maintenance Process

The following process is applied to ensure that user issues are addressed and resolved in a timely manner.

Each month, Jade will:

- Investigate, resolve and qualify outstanding user issues
- Prepare the maintenance release, refresh the UAT environment from production to ensure test data is up to date, and deploy on the agreed UAT release schedule
- Notify any individual participant who raised an issue when the solution is available for verification on UAT.
Issue resolutions not verified by the initiating user will be included in the release, subject to Jade Qualification of that resolution.
- Prepare release notes for publication on the Electricity Authority website.
- Deploy the maintenance release to production on the agreed production release schedule

Maintenance releases will proceed only when user issue resolutions are available.

Urgent Issues

For user issues of a serious nature, a resolution will be implemented at the earliest opportunity, subject to approval from the Electricity Authority, and will not be delayed until the next scheduled software maintenance release.