



business analysis

think differently

Release Strategy
<<Project Name>>

<Delete and Replace
with Company Logo>

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Business Analysis (BAPL)

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Document Controls

Project Information

Organisation	<< Organisation Name >>
Project Sponsor	<< Project Sponsor >>
Project Name	<< Project Name >>
Project Number	<< Project ID >>

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Version History

Version	Date	Nature of Amendment	Changed By

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Template Usage Guidelines

The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before publishing this document.

- 1. The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
- 2. This template is for documenting the key aspects to consider whilst formulating an Implementation Plan.*
- 3. Fill in sections with relevant information for the project.*
- 4. Feel free to create additional sections or delete sections, where required.*
- 5. Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*

Naming Standards/Terminology

Requirement Category	Naming Standard/Terminology
Stakeholder Requirement	SR
User Story	US

Other Naming Standards/Terminology

Item Category	Naming Standard/Terminology	Examples
Business Rule	BR <Integer/Number>	BR1, BR25, BR50
Use Case	UC <Integer/Number>	UC10, UC15, UC25
Use Case Diagram	UCD <Integer/Number>	UCD1, UCD5
Context Diagram	CD <Integer/Number>	CD2, CD5
Sequence Diagram	SD <Integer/Number>	SD10, SD15
Work Flow Diagram	WFD <Integer/Number>	WFD5, WFD7
Data Flow Diagram	DFD <Integer/Number>	DFD3, DFD10
Data Dictionary	DD <Integer/Number>	DD3, DD7, DD10

1. Overview

Project Name	Enter the name of the project
Target Release Name	Enter the name of the release you are targeting to deliver
Project Lifecycle State	Either Incubation, Core, Mature. Refer to ONAP Charter, section 3.3 Project Lifecycle for further information
Participating Company	List the company participating in this release. At least 3-4 organizations, including an operator are recommended.

2. Scope

2.1 What is this release trying to address?

Describe the problem being solved by this release

2.2 Minimum Viable Product

Describe the MVP for this release to address the scope items listed above.

2.3 Release Milestone

Give an overview of the milestones for this release according to the overarching product roadmap. What functionality or features are expected from this release?

2.4 Team Internal Milestone

This section is optional and may be used to document internal milestones within a project team or multiple project teams. For instance, in the case the team has made agreement with other team to deliver some artefacts on a certain date that are not in the release milestone, it is recommended to provide these agreements and dates in this section.

Date	Project	Deliverable
To fill out	<Add the project name>	<e.g. Search, Advanced Search, Adding Items to the Cart, Cart Check Out, Payment >

2.5 Functionalities

List the functionalities that this release is committing to deliver by providing a link to JIRA Epics and Stories. In the JIRA Priority field, specify the priority (either High, Medium, Low). The priority will be used in case de-scoping is required. Don't assign High priority to all functionalities.

2.5.1 Epics

<Insert table here or create if required as below>

Details	Created Date	Updated Date	Sprint	Assignee	Reporter	Status
<e.g. As a user I want to buy groceries online>	16/03/2020	18/03/2020	Sprint 2	<Add the name of the assigned person>	<Add the name of the reported person>	On-Hold

2.5.2 Stories

<Insert table here or create if required as below>

Details	Created Date	Updated Date	Sprint	Assignee	Reporter	Status
<e.g. As a user I want to create a login so that I can login to the system>	15/03/2020	17/03/2020	Sprint 1	<Add the name of the assigned person>	<Add the name of the reported person>	WIP

2.6 Roadmap

Include the product roadmap and highlight which components this release will be delivering upon.

3. Release Deliverables

Indicate the outcome of this release.

Deliverable Name	Deliverable Description	Deliverable Sub Components
<i><e.g. Search option for the users></i>	<i><e.g. A logged in user can search for the items to purchase></i>	<i><e.g. A logged in user can search for products A logged in user can search for services></i>

4. Gaps

This section is used to document a limitation on a functionality or platform support. We are currently aware of this limitation and it will be delivered in a future Release.

List identified release gaps (if any), and its impact.

Gaps identified	Impact
<i><e.g. Users cannot view the status of their service requests></i>	<i><e.g. Users cannot update their service requests if the status is completed></i>

5. Risks

List the risks identified for this release along with the plan to prevent the risk to occur (mitigation) and the plan of action in the case the risk would materialized (contingency).

Risks identified	Impact
<i><e.g. The government introduces the new law on banning online purchases of alcoholic beverages></i>	<i><e.g. The system will have to be altered to filter out any products related to the banned category & not to display them in the user's search results></i>

6. Resources

Budgeted, sprint wise indication of the resource requirement

<e.g. Sprint 1>

Details	Financial Resources	Material Resources	Human Resources	Other
<i><e.g. Online cart ></i>	<i><e.g. \$50,000></i>	<i><e.g. Desktop & a monitor></i>	<i><e.g. 2 Developers & 1 Tester></i>	<i><Add if any other resources are required></i>
<i><e.g. payment gateway></i>	<i><e.g. \$3,000></i>	<i><e.g. debit card & a credit card></i>	<i><e.g. 1 developer & 1 tester></i>	<i><Add if any other resources are required></i>

7. Documentation, Training

That includes,

- *Team contributions to the specific document related to the project (Config guide, installation guide...).*
- *Team contributions to the overall Release Documentation and training asset*
- *High level list of documentation, training and tutorials necessary to understand the release capabilities, configuration and operation.*
- *Documentation includes items such as:*
 - *Installation instructions*
 - *Configuration instructions*
 - *Developer guide*
 - *End User guide*
 - *Admin guide*