Change Request / Release Plan

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| **Client** | Dairy Australia |
| **Affected Projects** | Dairy Australia |
| **Build Number** | 3.64.0.1120-rc |
| **Release Branch Name** | Release-3.64 |
| **UAT Deployment Date/Time** | Tue 21 Apr 2020, 1:00 pm |
| **Production Deployment Date/Time** | Thu 23 Apr 2020, 12:00 pm |

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| **Risk** | Major | Moderate | Minor |

Major: a release of a website and infrastructure which would change an existing system. This includes changes to DNS, changes to hardware or databases with a code change

Moderate: a release containing multiple features or changes to one or more applications

Minor: adding a new feature that doesn’t impact the rest of the application

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| **Changes** |
| Dairy Australia changes:   * [DA-1013](https://nowdigital.atlassian.net/browse/DA-1013) SMTP update * [DA-1014](https://nowdigital.atlassian.net/browse/DA-1014) Biosecurity - Sitecore & Salesforce API connection not working * [DA-1017](https://nowdigital.atlassian.net/browse/DA-1017) Split Biosecurity logs into dedicated log file * [DA-1018](https://nowdigital.atlassian.net/browse/DA-1018) Update Salesforce sandbox URL on staging and UAT |

Include all changes including the tickets and descriptions of the tickets, as well as any configuration changes such as DNS, server or other affected systems as a result of the deployment.

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| **Pre Deployment Checklist** |
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Include all prerequisites for a deployment, including SSL certificates and other assets provided by the client or third party vendor

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| **Deployment Plan (UAT)** |
| 1. Open web browser of your choice 2. Navigate to NOW digital octopus (<http://deploy.nowdigital.com.au/app#/Spaces-1/projects/dairy-australia/releases/3.64.0.1120-rc>) 3. Login using your personal credentials 4. Find the Dairy Australia project and click on the Dairy Australia site 5. Scroll down to the “Release” channel. 6. Under the “UAT” column, click the “deploy” button for the “3.64.0.1120-rc” row 7. Click the “deploy” button in the top right corner |

Include all the steps, manual and automated. The steps should be such that any other person in the team could follow the steps. It should include login details to any system that is behind authorization such as Sitecore or Octopus Deploy.

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| **Rollback Plan (UAT)** |
| 1. Open Web Browser of choice 2. Navigate to NOW digital octopus (<http://deploy.nowdigital.com.au/app#/Spaces-1/projects/dairy-australia/releases/3.63.0.1110-rc>) 3. Login using your personal credentials 4. Find the Dairy Australia project and click on the Dairy Australia site 5. Under the “PROD” column, find the previous deployed release (3.63.0.1110-rc) and click on it. 6. In the release screen, click the triple dot in the top right corner and select “Deploy To” 7. Select “UAT” as the environment 8. Click the “Deploy” button in the top right corner. |

Include all the steps, manual and automated. The steps should be such that any other person in the team could follow the steps. It should include login details to any system that is behind authorization such as Sitecore or Octopus Deploy.

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| **Post Deployment Test Plan (UAT)** |
| 1. Test DA site loads    1. <https://uat.dairyaustralia.com.au>    2. <https://contentuat.dairyaustralia.com.au> 2. Test microsites loads:    1. <https://coolcowsuat.dairyaustralia.com.au>    2. <https://manuhubuat.dairyaustralia.com.au>    3. <https://uat.dairyplan.com.au>    4. <https://feeduat.dairyaustralia.com.au>    5. <https://susozuat.dairyaustralia.com.au> 3. Test Discover dairy site loads    1. <https://uat.dairy.edu.au> 4. Test biosecurity site loads    1. <https://biosecurityuat.dairyaustralia.com.au/>   **Tickets**   1. DA-1013 - SMTP update    1. SMTP settings update in sitecore config file to work with sitecore default mail functions    2. Complete the lactation tool questionnaire on FeedUAT site (<https://feeduat.dairyaustralia.com.au/lactation>)    3. Upon completion enter your email address on result page and you should receive the emails 2. DA-1014 - Biosecurity - Sitecore & Salesforce API connection not working    1. Login to Biosecurity <https://biosecurityuat.dairyaustralia.com.au/> ([priteshs4s@email.com](mailto:priteshs4s@email.com) / password123$)    2. Create a new plan    3. Once a new plan is created, it will add a notification log into salesforce    4. Login into salesforce and confirm notification log created under “Feed tool logs” 3. DA-1017 - Split Biosecurity logs into dedicated log file    1. Check logs folder, all biosecurity logs are now logged under log files within Biosecurity folder 4. DA-1018 - Update Salesforce sandbox URL on staging and UAT    1. Login to biosecurity with the details listed in 2(a), if it works, the UAT is now connecting to the new salesforce sandbox |
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Include a detailed list of steps to test the changes as well as any regression tests that will be performed

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| **Deployment Plan (PROD)** |
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Include all the steps, manual and automated. The steps should be such that any other person in the team could follow the steps. It should include login details to any system that is behind authorization such as Sitecore or Octopus Deploy.

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| **Rollback Plan (PROD)** |
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Include all the steps, manual and automated. The steps should be such that any other person in the team could follow the steps. It should include login details to any system that is behind authorization such as Sitecore or Octopus Deploy.

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| **Post Deployment Test Plan (PROD)** |
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Include a detailed list of steps to test the changes as well as any regression tests that will be performed