# Release management RELM

Managing the release of new and updated services into production, ensuring alignment with business objectives and compliance standards.

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| **Guidance Notes:**Activities may include, but are not limited to:* planning and scheduling releases in line with business requirements, considering the size, scope, and content of each release
* coordinating release activities across multiple teams and stakeholders, including third-party suppliers
* managing the release lifecycle, including build, testing, deployment, and post-implementation review
* ensuring releases meet quality, security, and compliance standards
* communicating release plans, progress, and outcomes to stakeholders
* conducting post-release reviews and identifying areas for improvement
* maintaining release processes, procedures, and documentation
* managing staged releases, pilot releases, blue/green releases, or feature flags as appropriate
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## Level 2

Assists with release management tasks under routine supervision.
Supports the collection of data and information for release planning and scheduling.
Assists in the preparation of release materials and resources. Helps document and maintain records of release activities.
Participates in basic testing and quality assurance tasks and issue resolution.

## Level 3

Supports the planning and scheduling of releases.
Coordinates release activities with relevant teams. Follows defined release processes and procedures.
Participates in testing and quality assurance activities to ensure releases meet standards. Identifies and resolves issues related to the release process.
Documents and reports on release outcomes and communicates findings to stakeholders.

## Level 4

Plans and schedules releases in line with business requirements and objectives.
Coordinates release activities across multiple teams and stakeholders. Manages the release lifecycle, ensuring timely and quality deliverables.
Ensures releases meet defined quality, security, and compliance standards.
Communicates release plans, progress, and outcomes to stakeholders. Conducts post-release reviews and identifies areas for improvement.

## Level 5

Develops and maintains release approaches, processes, and automation tools.
Oversees the planning and scheduling of complex, large-scale releases. Coordinates release activities across multiple projects and programs.
Ensures that release processes and procedures are applied and that releases can be rolled back as needed.
Communicates release approaches and outcomes. Conducts post-release analysis and drives continuous improvement.

## Level 6

Defines organisational release management strategies, policies, and standards.
Aligns release management with overall business strategies and objectives. Ensures the availability of resources and tools for effective release management.
Communicates release strategies and outcomes to stakeholders.
Drives the adoption of best practices and continuous improvement in release management.