

Release and recovery planning template

Plan a fictional release. Confirm scope, checks and recovery decisions with the implementation team before operational use.

Prepare the release

Version scope and intended result

Owner approval and release window

Dependencies and checks completed

Data or configuration effects

Recovery reference and limitations

Conditions to pause or escalate

Observe and decide

Post-release checks and expected result

Monitoring owner and observation period

Observed issue and evidence

Decision maker and communication route

Decision to accept pause or recover

Handover owner and next review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This practice document does not replace a test strategy or authorise a live release.