

# RELEASE SCHEDULE TEMPLATE



## PATCH

Bug fixes and small changes. Low complexity of deployment. Low risk of affecting an end user's day to day. Sets expectation that fixes and small updates are pushed weekly on Thursday afternoons.



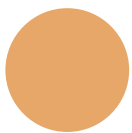
## MINOR

Medium size changes. Low complexity of deployment. High risk of affecting an end user's day to day.



## MAJOR

Significant changes or enhancements (new functionality). High complexity of deployment. High risk of affecting an end user's day to day.



## REFRESH

Sandboxes are the first line of defense when managing successful deployments. At a minimum, plan on refreshing your sandboxes after every major deployment or once a quarter.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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MONTH ONE

					REFRESH	
				PATCH		
				PATCH		
					MINOR	

MONTH TWO

				PATCH		
				PATCH		
				PATCH		
					MINOR	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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**MONTH THREE**

				PATCH		
				PATCH		
				PATCH		
					MAJOR	

**MONTH FOUR**

					REFRESH	
				PATCH		
				PATCH		
					MINOR	