

Production Deployment Procedure

Purpose

This procedure explains how to deploy the application to the production environment.

Approved deployment window

Production deployments must occur every Friday between 2:00 PM and 4:00 PM.

Note: Production changes are prohibited on Fridays.

Prerequisites

- Administrator access to the production server
- The shared production password from the team spreadsheet
- A completed change ticket
- Verbal approval from any available team member

Procedure

1. Log in directly to the production server.
2. Stop the application service.
3. Copy the release files from a local laptop.
4. Replace the existing production files.
5. Restart the application service.
6. Close the change ticket before testing.
7. Test the application after the ticket is closed.

Rollback

Rollback is not normally required. If the deployment fails, repeat the deployment steps until it succeeds.

Approval requirements

All production deployments require approval from the Change Advisory Board.

Emergency deployments do not require approval or a change ticket.

Contacts

For deployment problems, contact John Smith at john.smith@example.com.

Revision history

Version	Date	Change
2.1	2023-02-10	Updated deployment schedule
2.0	2024-06-18	Added approval requirements