

Table of Contents

- Release Calendar Template** 3
- Release Calendar** 4
 - Project Information** 4
 - Release Schedule** 4
 - Release 1: 4
 - Release 2: 4
 - Monthly Overview** 4
 - January 4
 - February 4
 - Weekly Breakdown** 4
 - Week 1 (Jan 1 - Jan 7) 4
 - Week 2 (Jan 8 - Jan 14) 5
 - Dependencies** 5
 - Risks and Mitigations** 5
 - Approval** 5

Release Calendar Template

What is Release Calendar Template?

A release calendar template is a pre-designed document that outlines the key milestones and deadlines for a product or project release. It provides a structured framework for planning, tracking, and managing the release process, ensuring that all stakeholders are aligned and informed throughout the journey.

A typical release calendar template may include sections such as:

1. Release Overview:
 - Project name
 - Release date
 - Brief description of the release
2. Planning and Preparation (Pre-Release):
 - Milestones: critical tasks to complete before the release
 - Deadlines: specific dates for completing these milestones
3. Development (In-Release):
 - Tasks: detailed list of work items to be completed during the release
 - Estimated effort: approximate time required for each task
4. Testing and Quality Assurance:
 - Test plans: outline of testing activities and scope
 - Test schedules: specific dates and times for testing
5. Deployment and Rollout:
 - Deployment plan: strategy for deploying the release to production
 - Rollout schedule: timeline for rolling out the release to different user groups or regions
6. Post-Release Activities:
 - Review and analysis: post-release review of successes, challenges, and lessons learned
 - Retrospective: team reflection on what went well and areas for improvement

The benefits of using a release calendar template include:

1. Improved planning and coordination: Ensure all stakeholders are aligned and aware of the release plan.
2. Enhanced visibility: Track progress and identify potential issues early on.
3. Better communication: Clearly define roles, responsibilities, and expectations throughout the release process.
4. Increased efficiency: Streamline tasks and reduce duplication of effort by identifying dependencies and critical path activities.
5. Reduced risk: Identify and mitigate potential risks through proactive planning and contingency planning.

By using a release calendar template, teams can ensure a smoother and more successful product or project release, ultimately leading to increased customer satisfaction and business value.

[project](#), [management](#), [planning](#), [testing](#), [deployment](#), [quality](#), [assurance](#), [release](#), [risk](#), [mitigation](#)

Release Calendar

Project Information

- **Project Name:**
- **Project Manager:**
- **Release Coordinator:**
- **Calendar Start Date:**

Release Schedule

Release 1:

- **Features:**
 - Feature 1
 - Feature 2
- **Target Release Date:**
- **Status:** (e.g., Planning, In Development, Testing, Ready for Release)

Release 2:

- **Features:**
 - Feature 1
 - Feature 2
- **Target Release Date:**
- **Status:**

Monthly Overview

January

- **[Date]:** Release/Feature Description
- **[Date]:** Release/Feature Description

February

- **[Date]:** Release/Feature Description
- **[Date]:** Release/Feature Description

Weekly Breakdown

Week 1 (Jan 1 - Jan 7)

- **Monday:**
 - Task/Feature Description
- **Tuesday:**
 - Task/Feature Description

- **Wednesday:**
 - Task/Feature Description

Week 2 (Jan 8 - Jan 14)

- **Monday:**
 - Task/Feature Description
- **Tuesday:**
 - Task/Feature Description
- **Wednesday:**
 - Task/Feature Description

Dependencies

- **Release A** depends on **Release B** completion.

Risks and Mitigations

- **Risk:**
 - Mitigation Strategy

Approval

- **Approved by:**
- **Signature:**
- **Date:**



Export as PDF

Related:

- [Project management](#)

External links:

- [Free Release Planning Template —softr.io](#)
 - Use Softr's Release Planning template to plan and execute your product releases seamlessly.
- [Release Calendar Template Excel Template - ITSM Docs - ITSM Documents & Templates —itsm-docs.com](#)
 - The release calendar template is a spreadsheet that lists the product releases for a company or business. It can be used as an important template in information systems to manage and plan resources, such as staff, time, and money. A release calendar template excel template is an Excel spreadsheet with rows and columns of dates on which products are released.

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