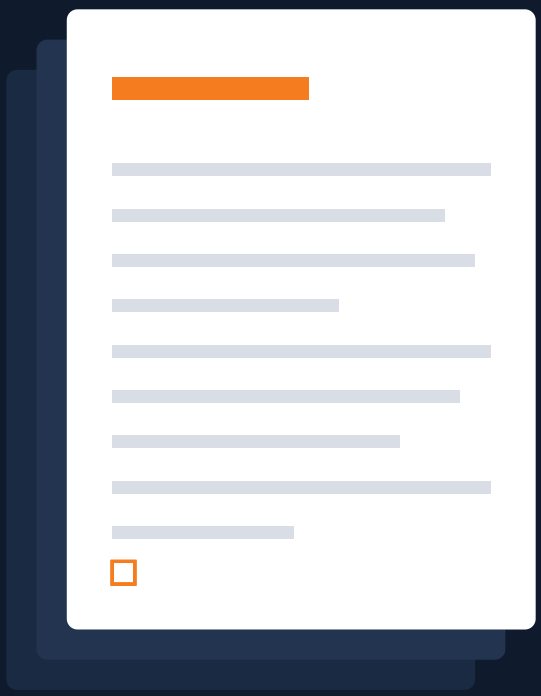
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FREE TEMPLATE

SOFTWARE DEVELOPMENT

Software Deployment Guide

A repeatable runbook for deploying, verifying and rolling back a release.

STAGE

Deployment & release

PRIMARY AUDIENCE

DevOps, SREs, Release Managers, End Users

About this template

The Deployment Guide is the runbook used on release day. It lists prerequisites, the exact deployment steps, verification checks, rollback procedure and communication plan, so anyone on the release team can deploy safely.

Detail	
Stage	Deployment & release
Primary audience	DevOps, SREs, Release Managers, End Users

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Application		**Release version**	
Release manager		**Deployment date**	
Environment		**Change request no.**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Release Summary

What is being deployed	
Components affected	
Downtime expected	
Release notes link	

02 Pre-Deployment Checklist

	Item
☐	*[Change request approved]*
☐	*[All tests passed in staging]*
☐	*[Database backup taken]*
☐	*[Rollback plan reviewed]*
☐	*[Stakeholders notified]*
☐	*[On-call engineer confirmed]*

03 Deployment Steps

GUIDANCE *Write exact commands or console actions, with expected result and who runs them.*

#	Action / command	Owner	Expected result	Done
1	*[Enable maintenance mode]*			
2	*[Run database migrations]*			
3	*[Deploy application build]*			

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04 Post-Deployment Verification

	Item
☐	*[Smoke tests pass]*
☐	*[Health checks green]*
☐	*[Error rate normal]*
☐	*[Key user journeys verified]*
☐	*[Maintenance mode disabled]*

05 Rollback Procedure

GUIDANCE *Define the trigger for rollback and the exact steps.*

Rollback trigger	*[e.g. Error rate > 2% for 10 min]*
Decision maker	

#	Action	Owner	Verification
1			
2			
3			

06 Communication Plan

When	Audience	Message	Channel
[Before]			
[During]			
[After]			

07 Deployment Log

Time	Step	Result	By

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