I. PURPOSE
The purpose of this document is to define the Release Management policies for use across the University Information Technology (UIT) and the Information Technology Services (ITS) organizations.

II. OBJECTIVE
The objective of Release Management is to ensure the successful release of an approved change through the proper planning, design, development, testing, and deployment of the change.

III. SCOPE
This policy applies to all releases impacting UIT/ITS systems and services.

IV. POLICY
Upon authorization to conduct work, releases shall meet the documentation standards of the UIT/ITS release management process.

Release Planning shall be coordinated with the change management process and include references to the related requests for change, known errors, and problems which are being closed through the release.

Releases shall be planned, built, and tested prior to deployment.

Acceptance criteria for the release shall be agreed with the customer and interested parties and the release shall be verified against the agreed acceptance criteria and approved before deployment.

If the acceptance criteria are not met, UIT/ITS shall make a decision on necessary action and deployment with interested parties.

A remediation plan is required to reverse or remedy an unsuccessful deployment of a release and, where possible, this plan shall be tested.

A post implementation review shall be conducted after release deployment.

V. REGULATORY INFORMATION

Compliance with regulatory requirements when applicable are strictly followed, such as:

This document contains University of Utah confidential and proprietary information.
a. Sarbanes-Oxley Act (SOX)
b. Health Insurance Portability and Accountability Act (HIPPA)
c. Family Educational Rights and Privacy Act (FERPA)
d. Information Security Office (ISO)
e. University of Utah disclosure policies

VI. GOVERNANCE
The Process Owner is responsible for the enforcement of this policy and the approved processes and procedures related to implementation of the policy.

VII. ENFORCEMENT AND EXCEPTIONS
This binding policy document is approved by the UIT/ITS’s Executive Leadership Team. Infractions of these policies could result in disciplinary action.

Exceptions to these policies can be approved by the UIT/ITS’s Executive Leadership Team.

Changes to corresponding Processes and Procedures may be made by the Process Owner.

VIII. POLICY REVIEW
The applicable policy, process, and procedure documents shall be reviewed, and revised as necessary at a minimum interval of every one (1) years to ensure relevance, fit for purpose, and fit for use.

The applicable processes and procedures shall be reviewed, and revised as necessary when the Policy is modified.

IX. REFERENCES
Definitions Document
Change Management Policy
Change Management Process
Release Management Process

X. APPROVALS

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**Policy #:** CIT_POL_REL  
**Effective:** 09.09.15  
**Page #:** 3 of 3

**Subject:** Release Management Policy

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**XI. REVISION HISTORY**

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