Enhancements & Release Notes

Process and Responsibilities for Maintaining the Enhancements & Release Notes Roadmap

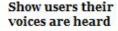### Why Maintain this Roadmap?

Demonstrate progress

Speed up adoption

Show users their voices are heard

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Search and filter library of updates

Process and Responsibilities of Co-Chairs & Module Leads

1. **A system or process improvement idea is identified.**
   - Enhancements will most often come via tickets and will be added to the roadmap in "Newly Requested" Status.
   - Practitioners (BSAG Co-Chairs and OneSource/OneUSG Connect module leads) can and should also add these directly to the roadmap for any self-initiated items that did not come through as formal enhancement requests.

2. **Review the idea or enhancement request.**
   - Practitioners should review these requests and determine whether they should be advanced and/or voted on.
     - ➔ If YES: Change the item to "Under Review" status.
     - ➔ If NO: Follow up with the requestor individually or denote why not in the "resolution" field, then mark the item as "closed" status on the roadmap.

3. **Set a target date.**
   - Set a target month for implementation. You may wish to be conservative. We will make it clear that target dates are subject to change.

4. **Keep the statuses updated.**
   - Once you start to work on an item, change the status to "In Progress." **Note**: A Jira is not needed until you determine that development work should start.

5. **Marking an item "Completed" or "Closed."**
   - If the request was satisfied as requested, mark the item "Completed." If the request was satisfied another way, mark it "Closed." For monthly releases, ensure that all outward facing updates are included on this roadmap.

Additional Information

- The Enhancement & Release Notes Roadmap can be found at https://oir.uga.edu/about/release_notes/enhancements/
- Tutorials on navigating the roadmap and creating and updating entries are in the OneSource Training Library (Using the Enhancements & Release Notes Roadmap)
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).