

Project and Release Planung:

Release Rules

We effectively have two hard gates every month:

- **Gate A (1st of the month):** Consumption data must be imported cleanly and validated.
- **Gate B (7th of the month):** Billing/subscriptions/invoice run must complete reliably.

This means a “billing-safe” release must be in production before the 1st if it changes import/mapping — or at the latest before the 7th if it only affects billing logic.

Rule: “We deploy to production only if it does not risk the upcoming 1st/7th billing cycle.”

Default approach: Deploy **2-4 days before the 1st**, then only hotfixes.

Hotfix window: From the **1st to the 7th, fixes only, no new features**.

Phases:

Phase 1: Build (from the 8th to ~20th)

- Develop new features for the next billing cycle

Phase 2: Stabilization (approx. 21st to end of month)

- Bug fixing, performance improvements
- “No new features” except small, low-risk changes

Phase 3: Release Freeze + Cutover (last 3-5 days before the 1st)

- Finalize migrations

Phase 4: Operational Monitoring (1st-7th)

- Monitor the import on the 1st (logs, counts)
- Monitor the invoice run on the 7th

Revision #3

Created 2026-02-17 10:27:22 CET by Celia Lohner

Updated 2026-02-17 13:17:51 CET by Celia Lohner