Release Notes

How to Build a Service in 2 weeks (or at least try)

Welcome to the GCmobility release notes document.

This document captures new features and bug fixes included in the indicated release version. Release versions are listed in reverse chronological order.

You will find the following sections included in these release notes

* Template: A general template for a sample release. This template may evolve over time.
* Release Notes: Versioned release notes in reverse chronological order.
* Team Retrospectives: Included to provide insight into the latest team retrospective to indicate the team’s intention related things to start, stop and continue doing.

# Template:

## x.x.x

* Backlog Update
* Forms
  + Sub - Item
* Flows
  + Sub - Item
* Lists
  + Sub – Item
* Other Assets
  + Sub – Item

# Release Notes

0.9

* Backlog Update
  + Grooming of backlog, moving all new items to 1.0 placeholder cards in the backlog
* Forms
  + Renamed to follow new naming conventions
* Flows
  + Renamed to follow new naming conventions
  + Flow status column added/tested to confirm when flow isn’t completed
* Lists
  + List columns adjusted to include flow status
* Templates
  + Added opt-out mailto: link
  + Adjusted order of content for optimized flow

## 0.8

* Backlog Update
  + #658: 2 week Service: Release 0.8.2
  + #656: 2 week Service: Release 0.7.1
  + #657: 2 week Service: Release 0.7.2
  + #666: User Intake Service: Form1 Update 0.8
  + #668: User Intake Service: Flow1 Update 0.8
  + #680: User Intake Service: Flow2 0.8
  + #682: User Intake Service: Email Template(s) Update 0.8
  + #667: User Intake Service: List1 Update 0.8
* Forms
  + Form1 (User Intake Form)
    - No changes
  + Form2 (Feedback Form)
    - No changes
* Flows
  + To Validate
* Lists
  + Sub – Item
* Other Assets
  + Sub – Item

## 0.7

* Backlog Grooming
  + Cards updated to further sort and clarify release elements
  + #654: 2-week Service: Release 0.5.2
  + #656: 2-week Service: Release 0.7.1
  + #657: 2 week Service: Release 0.7.2
  + #667: User Intake Service: List Update 0.8
  + #668: User Intake Service: Flow Update 0.8
  + #666: User Intake Service: Form Update 0.8
  + #658: 2-week Service: Release 0.8.2
  + #655: 2-week Service: Release 0.6.2
  + #638: Create a Feedback Form for 2Week Service Assets
* Flow
  + Modify flow for completion status field now a text field instead of yes field
  + Double Opt-in Email confirmation (\*)
  + Start flow with "New" Status update to list
  + End Flow with "Completed" status
  + If validation required, set Validation status as "To Validate“
  + Non verified and/or non valid GC e-mails will be “held until later” when we can validate them (FLAG)
* List
  + Modify Flow\_Completion\_Status from Yes or No to text to integrate the "To validate" feature
* Form1 (User Intake Form)
  + No changes
* Form2 (Feedback Form)
  + No changes
* Email Templates
  + To validate
* Release 0.7
  + Testing process

## 0.6

For version 0.6 of the GCmobility “2 week service” experiment the team decided to deliver a single release in the morning since some team members had other commitments during the afternoon. The user experience now includes a double opt-in process in order to make sure submitted e-mails are confirmed.

**Release 0.6**

* Backlog Grooming: Cards added or updated to further sort and clarify release elements
  + #666: User Intake Service: Form Update 0.8
  + #668: User Intake Service: Flow Update 0.8
  + #667: User Intake Service: List Update 0.8
  + #671: User Intake Service: Flow Update 1.0
  + #672: User Intake Service: Form Update 1.0 (Form1)
  + #673: User Intake Service: Feedback Form Update 1.0 (Form2)
  + #674: User Intake Service: Feedback List Update 1.0 (List1)
  + #675: User Intake Service: Email Template(s) Update 1.0
* **Forms**
  + Form1 (User Intake Form)
    - No changes
  + Form2 (Feedback Form)
    - Updated Question format from “Option” to “Thumbs rating”
* **Flow**
  + Time Stamps (Flow Start and Flow End)
  + Check into why some responses are not being purged per Jon's screenshot
  + Email to person that submitted a rejected email that will also include an email template)
  + Attach GCmobility Information Package to initial user e-mail
  + Check answers from "sections" to see if JSON or array object - returns nothing
* **Lists**
  + Change column E\_mail\_apprvd\_by to string single line value (Breaks flow when no approval)
  + Add Duration\_Flow\_Time column to list to track flow processing time.
  + Change column type of Start\_Flow\_Time from string to date-time
  + Completion Status Colour\
  + "hide" future fields\
  + Modify Flow\_Completion\_Status from checks to text (In progress, etc.)
  + Add Opt\_In or Opt\_Out Status
* **Email Templates**
  + New Template created for “Opt-in” Email
  + Existing Template for Email Template
  + Link to Feedback Form added
  + Opt-in link added
* **Other assets**
  + Correct GCmobility Information Package Added
  + research "config file" usage in flows (to contain email addresses for eg)

## 0.5

GCmobility “2 week service” release 0.5 resulted in further development of a service test suite. A collection of defined service flows with expected inputs and outputs. This approach helped the team further identify and document significant flow related issues related to the “User Intake” micro-service. A product demonstration was also recorded and posted to the Release Play List on YouTube. The product demonstration highlights the teams process for “detecting and correcting” issues related to the service building and design process. Team members also shared some lessons learned on the realities of building a common service as a member of a multi-disciplinary team.

* Release 0.5.1
  + Backlog Grooming
    - #666: User Intake Service: Form Update 0.8
      * This URL will be “turned off” during non-operating hours for the first few days.(\*)
    - #668: User Intake Service: Flow Update 0.8
      * NO approval when e-mail = [GCM-TEST-###@gcmvalid.gc.ca](mailto:GCM-TEST-)
      * Trigger approval when e-mail = [GCM-TEST-###@gcminvalid.gc.ca](mailto:GCM-TEST-)
      * IF E-MAIL domain = @gcmvalid.gc.ca or @gcminvalid.gc.ca THEN send to MOBILITEGCMOBILITY@hrsdc-rhdcc
      * Auto generate Title column (Case#-First Name - Last Name)
    - #667: User Intake Service: List Update 0.8
      * Change column E\_mail\_apprvd\_by to string single line value (Breaks flow when no approval)
      * Add Duration\_Flow\_Time column to ist o track flow processing time.
      * Change column type of Start\_Flow\_Time from string to date-time
  + Updating Test Suite (./tests/GCmobility Test Suite/docx)
* Release 0.5.2
  + Implemented changes for following test cases
    - Test ID: 2 - Employee-About-Rate (Valid GC E-Mail)
    - Test ID: 3 - Employee-InTransit-Rate (Non-Valid GC E-Mail)
    - Test ID: 4 - Employee-PostTransit-Rate
    - Forms, Flow, List, E-mails
  + First automated build process

## Forms2 Renamed to follow nomenclature of other assets (Removal of Hello World branding)

## 0.4

* Release 0.4.1
  + Backlog Grooming
  + Building a Test Suite
* Release 0.4.2
  + Update Issues Related to
    - Forms, Flow, List, E-mails
      * Forms2 Renamed to follow nomenclature of other assets (Removal of Hello World branding)

## 0.3.2

* Release Description
  + In this release we implemented all the collaborative changes we planned out in 0.3.1. As with previous releases, a product demonstration was also recorded and posted to the Release Play List on YouTube ([here](https://youtu.be/2kL2L550tWw))
* [#645: 2 week Service: Release 0.3.2](https://tasks.office.com/014gc.onmicrosoft.com/Home/Task/ELkx7AFAlESjQxsWKROCIH0ACzV-?Type=TaskLink&Channel=Link&CreatedTime=638060395143770000)
* [#661: User Intake Service: Form Update 0.3](https://tasks.office.com/014gc.onmicrosoft.com/Home/Task/ov4HS_E7X0WZ0pTXJcSsTH0AAmJ5?Type=TaskLink&Channel=Link&CreatedTime=638060398482860000)
  + Update title to "User Intake Service"
  + Update form sections to include "section" in the name
  + Rename Rating Value to Rating\_Value
* [#662: User Intake Service: Flow Update 0.3](https://tasks.office.com/014gc.onmicrosoft.com/Home/Task/AVzEH2dNXk-WnyxWsqDbI30ADWOa?Type=TaskLink&Channel=Link&CreatedTime=638060399156130000)
  + Check for duplicate submissions and email user (duplicate based on email and user type)
  + Scrub after dupe email too
* [#663: User Intake Service: List Update 0.3](https://tasks.office.com/014gc.onmicrosoft.com/Home/Task/NXDQUPlXCEuN4LuAxeVhrX0AEsiY?Type=TaskLink&Channel=Link&CreatedTime=638060399882770000)
  + Update List Title according to Form
  + Update List Employee Transfer Status instead of current Emp\_Class
  + Create Second column " Case\_ID"
  + Edit Grid to add Information to showcase all possibilities instead of resubmit form
  + Add color setting for status (red for done, green for new, yellow for in transit)
  + Change column Complete\_Date\_Time to "Complete flow time"
  + Add Start Flow time" Column
  + Add column approved by (e-mail outside organization)

## 0.3.1

* Release Description

GCmobility “2 week service” release 0.3.1 resulted in identifying and documenting a collection of critical issues related to the “User Intake” micro-service. These issues will be addressed in future upcoming releases (eg 3.2.2). A product demonstration was also recorded and posted to the Release Play List on YouTube. The product demonstration highlights the teams process for “detecting and correcting” issues related to the service building and design process. Team members also shared some lessons learned on the realities of building a common service as a member of a multi-disciplinary team.

* Services:
  + #641: Service: User Intake Service
* Forms
  + #661: User Intake Service: Form Update 0.3
    - 3 New Tasks added
* Flows
  + #662: User Intake Service: Flow Update 0.3
    - 9 New Tasks added
* Lists
  + #663: User Intake Service: List Update 0.3
    - 8 New Tasks added
* Dashboards
  + NO UPDATES
* Communications
  + NO UPDATES
* Release Management
  + Closed: #644: 2 week Service: Release 0.3.1
  + Provide description for release
* Product Demonstration
  + [How To Build a Service in 2 Weeks 0.3.1](https://youtu.be/tUTPl7VRhgQ)

## 0.2.2

* Forms
  + Intake
    - Branching to specify
      * Employee (e.g. About to transferring vs in transfer, post transfer),
      * Manager (source dept (transfer out), destination department (Transfer In)))
  + Feedback
    - NONE
* Flows
  + Handled branching conditions for employee and manager user types
* Lists
  + Service Status
  + Timestamps (Start and end form times start and end time for flow)
* Dashboards
  + Some new updates
* Release Management
  + Initial Release Package
  + Reference backlog issues
  + Provide exports for
    - Forms
    - Flows
    - Lists

## 0.2.1

* Forms
  + Intake
    - Added branching for service provider type
  + Feedback
    - None
* Flows
  + Handled branching conditions for internal vs external service provider
* Lists
  + Add Colum for service provider type
* Dashboards
  + Updated
* Release Management
  + Updated GCcollab (Release Notes and Product Demonstrations)

## 0.1.2

* Forms
  + Added user types
* Flows
  + Remove records from forms.microsoft.com server
  + Handled user types
* Lists
  + Added column for user types
* Dashboards
  + Added counts of users that populated user types
* Release Process
  + Release Notes (0.1.1)
  + Demo Video (https://www.youtube.com/watch?v=eF02s-IFCVg&list=PLqUEp6dHv6LJ1JPPd\_ccHzqRLr-RtWMej&index=3 )

## 0.1.1

* Forms
  + Form 1: Intake
    - Named the form (updated form “Form 1”)
    - Added feedback rating to form
  + Form 2: Feedback
    - Assign feedback to current assets
    - Capture form or name
* Flows
  + Improved flow for Data Management
  + Added approvals
* Lists
  + Update list columns to match form
* Dashboards
  + Initial dashboard in PowerBI
* Release Process
  + Defining release process in RELEASE.md

## 0.1.0

* [Public Facing Form](https://forms.office.com/Pages/ResponsePage.aspx?id=RljVnoGKRkKs2LGgGr_A0UORN1sbN1JHiMPOWPjlMJxUQjRNMDlLNUU4VURaMEdRQ1Q1UkEyVDFCTSQlQCN0PWcu)
  + Entry point for “micro service”
* Power Automate Flow
  + Data Management
  + Approvals
* SharePoint List
  + Data Storage
  + Service Control

# To Do:

* A **power automate flow** that will
  + Send a confirmation e-mail to the sender to
    - Basic introduction to GCmobility via GCmobility Information Package.
    - Verified and Valid e-mails can opt-in to receiving updates via e-mail
    - Non verified and/or non valid GC e-mails will be “held until later” when we can validate them
  + Update for new fields
  + E-mail format validation
* GCmobility Information Package.
  + We prototyped this already
* GCmobility Privacy Notice
  + I lifted a sample Privacy Notice from a recent TBS online job application process.
  + Announcements of initial release through above identified channels

# Latest Team Retrospective Notes

### Start

**AM**

* + - Editing Deck for the team (not just myself) to collaborate.
    - Creating Dashboard from List SharePoint

**JM**

* + - Taking turns
      * Running the demo
      * Presenting different sections of slides

### Stop

**AM**

* + - Multitasking

**JM**

* + - Relying on specific team members to handle certain tasks (Such as Release Notes as “Dave’s thing” or Flows as Kerry’s domain.

Continue

**AM**

* + - Step in to fill in vacancies.

**JM**

* Forming as a Team – we’re doing great things in collaborating and working as a cohesive unit