

Publishing Checklist

Step	Action	Explanation	Completed	Notes
1	Weekly Alignment with Marketing	Let marketing know what is planed for the weekend (Promotion, minor/major update)	<input type="checkbox"/>	
2	Develop Update to 95%	Prepare it enough to start testing.	<input type="checkbox"/>	
3	Internal QA for Major Bugs	Test with your team.	<input type="checkbox"/>	
4	Push to a Testing Place	Have a seperate place besides the live game to run test.	<input type="checkbox"/>	
5	Hit KPIs in Public Test	Refer to your Changelog for your KPI goals.	<input type="checkbox"/>	
6	Publish to Live Game	When publishing, also make sure your team is going to be online with you.	<input type="checkbox"/>	
7	Play and Watch (1-2 Hours)	Monitor your games likes, session length, and these should be within normal variance.	<input type="checkbox"/>	
8	Build is Stable	This is true after 1-2 hours has passed and stats are fine.	<input type="checkbox"/>	
9	Confirm on Discord	Announce the update	<input type="checkbox"/>	
10	Revert	If not stable do this, if it is stable, ignore.	<input type="checkbox"/>	