Release notes template

👋 INTRODUCTION

Briefly describe the product and changes.
EX: These are the latest release notes for [PRODUCT]. It is our top-selling product, and we want to keep customer loyalty at an all-time high, so making these changes is essential to creating more engagement around [PRODUCT].

👀 OVERVIEW

Describe the product history and the need for the changes. Is this need based on customer feedback or flaws in the product? If based on customer feedback, cite the source (CSAT, NPS, or CES feedback, complaints, call center feedback, etc).
EX: We need to make the changes mentioned below to keep the product's usability stable and deliver outstanding customer satisfaction to our base. The changes were suggested through our CSAT feedback, which is included as an attachment to this document.

📈 IMPACTED USERS/PRODUCTS/SOFTWARE

Which users are affected by this change? What products or services are being changed?
EX:

Version Number	Software	User	Impact
1.2	Art Teacher	Graphic artists	Now uses extended color palette
1.275	Art Teacher Pro	Administrators	Timer for classes added

⚒️ CHANGES TO PREVIOUS RELEASE NOTES

Always present a history of what changes have already been implemented, and what changes are forthcoming in the new release. This helps internal teams identify where a project is going and lets project managers know what to expect with new changes.

Version	Software	Previous Change	Implemented	Change
1.2	Art Teacher	Ver 1.0	Aug 27 2021	Now has adjustable mouse painters
1.275	Art Teacher Pro	Ver 1.1	Sep 01 2021	Admins can now delete canvases

✅ FIXED ISSUES

Describe all fixes to this product since the last release that have been resolved.

Version	Software	Issue	Status
1.2	Art Teacher	Colors don't match tool box	Fixed
1.275	Art Teacher Pro	Can't find timer icon	Fixed

⚠️ ISSUES/LIMITATIONS/CHALLENGES

Describe all known limitations and obstacles to completing suggested fixes.

Version Number	Product	Issue	Owner

🖊️ IMPLEMENTATION

How will you implement the release changes? Database updates, code changes, and more are detailed here.

Step	Implementation
1	Code change ABC to accept XYZ
2	Verify changes are made
3	Enter items into system
4	Test and debug changes in house
5	Soft launch with beta group