ECTU <<Project Name>> Release History Document

Purpose of this document

The purpose of this document is to log the system release history for the project.

Document Usage

Each time a change is made to the system a new System Release Document is produced. The following fields are included in this document:

- The overall System Version
- The date of release
- A list of features introduced or altered in this release together with their feature versions
- A list of the numbers of the additional requirements addressed in this release
- Confirmation of whether or not the database triggers were re-built and re-applied (Date or N/A).
- Confirmation that any database changes are in place in the production database (Date or N/A).
- Confirmation that the sponsor has accepted the changes for release.
- Confirmation of who was notified of the system update, when they were notified and their role in the project
- Confirmation that the protocol version changes have been implemented in the eCRF at all relevant sites. This can be completed by opening a participant record at each site and confirming that the correct protocol version is implemented
- Confirmation that for studies implementing the use of questionnaires which contribute to end points, a source code has been included that will notify the trial inbox that questionnaires have been sent to participants. If the study uses a scheduled task to generate email and text notifications and/or re-generate missing CRF data queries, confirm that the scheduled task has been updated

Version Release Log

System Version	Release Date	Associated Feature Validation documents (including version)	Additional Requirements numbers addressed	Database triggers rebuilt (date)	Database changes in place on production server (date)	Date of Sponsor Approval	Project Personnel notified (Include Role)	Date of notification	eCRF checked (confirmed protocol version changes have been implemented at all relevant sites)	Scheduled tasks have been updated (refer to Document Usage)
1	07-Feb-2018	01 User Administration v. 1.0 02 Adding a Participant v. 1.0 03 Adding a New Visit v. 1.0 04 Visit Summary v. 1.0 05 Visit Section v. 1.1 06 Recurrent Tumours v. 1.1 07 Visit Sign Off v. 1.0 08 Data Queries v. 1.0	Initial Release	07-Feb-2018	07-Feb-2018	07-Jun-2018	Matthew Baker, System Owner	07-Feb-2018	Yes/ No/ N/A	Yes/ No/ N/A

Released By	Project Role	Signature
<<your name>>	CDMA Developer	

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Template Revision History		
Version No	Date	Summary of Revisions
1.0	Unknown	Initial Creation/new document
2.0	07 Jun 2018	Unknown
2.0	06 Sep 2024	No changes made. Reviewed with ECTU_SOP_IT_23 Additional Requirements
3.0	08 May 2025	Document usage text and log updated to check for protocol version implementation. Header and footer updated. Minor formatting changes
4.0	07-Jan-2026	Additional column for scheduled tasks inserted and detailed guidance added under 'Document Usage'