

## Service description content

The FastTrack Center Benefit for Microsoft 365 service description is updated in the last release sprint of every month.

## Iteration process

- Create a draft.
- Following the publication of the service description, a draft of the next version needs to be created.
- In VS Code, install the Markdown PDF app.
  - In the body of each md file, capture an HTML copy (select the MD file in the left navigation pane and in the body of the text, right-click and select **Markdown PDF: Export html**).
  - Locate all HTML copies from the local source folder (normally in your local drive) and move them into another folder you intend to use to convert them into Word docs for review.
  - Open each in Word, convert the HTML copy to a Word doc file format, and then turn on **Track Changes**.
  - Create a Microsoft Teams folder for the next version of the service description and copy all files to that location.
  - Copy a link to the folder.
- Find all User Stories in scope for the next publication and point all stakeholders to the draft folder.
- Have the stakeholders work inside the draft with their updates.
- Be sure to have them mark their updates with comments to find these updates quickly and include the User Story in the comment for reference and validation.
- Iterate with the stakeholders. Be sure to ask questions when context or content isn't clear.
- Once all updates have been resolved, edit the core content in VS Code.
  - You can also use the Teams publication channel for advice.
- When you're finished, save the content.

## Validation process with stakeholders

- In GitHub Desktop, commit and then push the content to your local repository.
- Point the stakeholders to their content updates for review on the staging site.
- Let the stakeholders know they'll need to navigate to where their content was updated and that linking to other articles and sources may not work in staging.

## Publishing process

- Follow the same steps as the validation process (save reaching out to the stakeholders).
- After publishing to the local repository, in GitHub Desktop, click **Create Pull Request**.
- On the GitHub browser page, ensure that base is set to main and compare is set to your local repository. Click **Create pull request**.
- Once all the checks have passed, click **Merge pull request**.
- Perform these steps again save that that base is set to **live** and compare is set to **main**.

- **Important:** If you see a notice named **Update branch** alerting you that the branches are out of sync during the main to live publication, **don't click it**. This creates errors on the backend that require the publication admins to address. (This is a known error that has yet to be fixed.) You can, however, click it during the local repository to **main** publication without issue (and may have to for publishing to work properly).
- If you run into any difficulties or issues, post your issue to the Teams publication channel.
- Following successful publication, notify the stakeholders in the appropriate task that the new service description is live.