

LAST-MINUTE REQUIREMENT CHANGE

Release Decision Checklist · BodhiProtocol BA Playbooks

Use this when someone asks for “one small change” just before release.

1. PAUSE

Do not commit immediately. Say: “Let’s assess the impact before we commit this to the release.”

2. UNDERSTAND THE CHANGE

Ask	Confirm
Scope	Who/what is affected? What exactly changed?
Behaviour	Success, failure, retry and exception behaviour
Timing	Why now? Is it mandatory for this release?
Risk	What happens if we do not include it?

3. IMPACT FAST

Requirement → UI → API → Data → Rules → Integrations → Tests → Operations

Engineering: what changes? · QA: what must be rerun? · Operations: what changes tomorrow? · Product: what happens if deferred? · Risk/Compliance: optional or mandatory?

4. CHECK RELEASE-READY TIME

Do not ask only “How long to code?” Ask: “How long until this is release-ready?” Include review, build, deployment, integration testing, regression and sign-off.

5. PRESENT OPTIONS

Option	Use when
ABSORB	Impact is small, understood and fully testable.
SCOPE SWAP	Time is fixed; trade other scope instead of inventing capacity.
FLAG / CONFIG	Architecture already supports controlled enablement.
DEFER	Release stability matters more than rushing the change.
DO NOT INCLUDE	Safe implementation/testing cannot be demonstrated in time.

6. MAKE OWNERSHIP EXPLICIT

The BA brings the facts together and informs the decision. The accountable business/release owner makes the final go/no-go call.

7. BEFORE THE GREEN SIGNAL

- Requirement + acceptance criteria updated
- Final build produced
- Impacted tests updated + executed
- Critical/high defects resolved or explicitly accepted
- Downstream systems/data verified
- Operations + Support informed
- Rollback/recovery understood
- Business/Product accepts the release decision
- Decision owner + any risk exception recorded

Decision record: reason → impact → owner → outcome

The closer you are to release, the more expensive assumptions become.

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