

Go-Live Runbook

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“ **Project:** Bilko **Version:** 0.1 — Initial Production Launch **Date:** 2026-02-23
Author: Ops Architect **Status:** Draft **Reviewers:** Tech Lead, Alem Bašić

Document History

Version	Date	Author	Changes
0.1	2026-02-23	Ops Architect	Initial draft

1. Go-Live Overview

What: Bilko v1.0 — first production launch of the cloud accounting SaaS **Target date:** TBD (set when MVP backend complete) **Deployment window:** 2-hour window (prefer low-traffic: Tuesday-Thursday 10:00-12:00 CET) **Go-Live Type:** New product launch — no existing users to migrate

Incident Commander: Alem Bašić (+47 40 47 42 51) — primary **Technical Lead:** Alem Bašić (also, at MVP) **War Room:** Slack #bilko-deploys (create dedicated #bilko-launch channel for day-of) **Status Page:** status.bilko.io (PLANNED — configure BetterStack before launch)

2. Pre-Launch Checklist

T-7 Days: Infrastructure Verification

- Railway project created with `api` service and PostgreSQL 15 database
- Railway EU West region confirmed (GDPR compliance)

- Vercel project created and linked to GitHub repo (`alai-holding/bilko`)
- Cloudflare R2 bucket `bilko-receipts` created with correct CORS policy
- All production environment variables set in Railway and Vercel dashboards
- Railway health check endpoint (`GET /health`) responding `{"status":"ok","db":"ok"}`
- Vercel build successful (`pnpm run build` on main branch)
- Database migrations applied: `railway run npx prisma migrate deploy`
- Cost estimate confirmed within budget (< €25/mo at MVP)

Owner: Alem Bašić | **Due:** T-7 days

T-5 Days: DNS Configuration

- Cloudflare DNS records created for bilko.io:
 - @ CNAME → `cname.vercel-dns.com` (Proxied: Yes)
 - www CNAME → `cname.vercel-dns.com` (Proxied: Yes)
 - api CNAME → `<railway-domain>.railway.app` (Proxied: No)
- bilko.io domain verified in Vercel project (Vercel → Settings → Domains)
- api.bilko.io custom domain set in Railway (Railway → Settings → Domains)
- DNS propagation verified: `dig bilko.io` and `dig api.bilko.io`
- Cloudflare "Always Use HTTPS" enabled for bilko.io
- bilko.rs redirect rule configured (if domain registered): `bilko.rs` → `bilko.io`

Owner: Alem Bašić | **Due:** T-5 days

T-5 Days: SSL Certificates

- bilko.io TLS certificate provisioned (Vercel auto-provisions via Let's Encrypt)
- api.bilko.io TLS certificate provisioned (Railway auto-provisions)
- HTTPS verified: `curl -I https://bilko.io` → HTTP/2 200
- HTTPS verified: `curl https://api.bilko.io/health` → `{"status":"ok"}`
- HTTP → HTTPS redirect working: `curl -I http://bilko.io` → 301

Owner: Alem Bašić | **Due:** T-5 days

T-3 Days: Third-Party Integrations

- SendGrid live API key in Railway production secrets
- SendGrid domain authentication for bilko.io completed (SPF, DKIM, DMARC)
- Test email sent from `noreply@bilko.io` and received successfully
- Cloudflare R2 live API credentials in Railway production secrets
- Test file upload to R2 `bilko-receipts` bucket via API

Owner: Alem Bašić | **Due:** T-3 days

T-2 Days: Monitoring Setup

- Sentry project created for Bilko backend + frontend (if ready)
- SENTRY_DSN environment variable set in Railway and Vercel
- BetterStack uptime monitors created:
 - `https://bilko.io` — check every 1 min
 - `https://api.bilko.io/health` — check every 1 min
- BetterStack alert routing: Slack #bilko-alerts + email to alem@alai.no
- Alert test fired and received by Alem Bašić

Owner: Alem Bašić | **Due:** T-2 days

T-1 Day: Legal / Compliance

- Privacy policy published at bilko.io/privacy
- Terms of service published at bilko.io/terms
- Cookie consent banner implemented (not required for SaaS with no tracking cookies, but review)
- GDPR data processing documentation completed
- Data retention policy documented (financial records: 10 years per Serbian law)
- Legal sign-off from Alem Bašić on compliance readiness

Owner: Alem Bašić | **Due:** T-1 day

T-1 Day: Backup Verification

- Railway automated backup confirmed running (PostgreSQL → Backups tab)

Manual backup taken and restore tested on staging:

```
railway run pg_dump $DATABASE_URL -f test_backup.dump
# Restore to staging DB
railway run psql $STAGING_DATABASE_URL < test_backup.dump
```

Backup verified: record counts match original

Owner: Alem Bašić | **Due:** T-1 day

T-0: Final Checks (1 hour before launch)

- Staging smoke tests all green (last run: within 24h)
 - Main branch is up to date with all intended changes
 - Railway and Vercel dashboards open in browser
 - BetterStack monitoring dashboard open
 - Rollback procedure reviewed (< 2 min for frontend, < 5 min for backend)
 - Slack #bilko-launch channel open with Alem
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3. Launch Day Procedure

H+0:00 — Deployment Start

Time	Action	Owner	Status
H+0:00	Post in #bilko-launch: "Bilko launch starting"	Alem	
H+0:00	Confirm Railway deployment pipeline ready	Alem	
H+0:05	Trigger production deployment from main branch	Alem	
H+0:10	Monitor Railway build logs	Alem	

H+0:10 ? H+0:20 — Deploy Verification

Time	Action	Owner	Status
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H+0:15	Confirm Railway deployment successful	Alem	
H+0:15	Verify health check: <code>curl https://api.bilko.io/health</code>	Alem	
H+0:20	Confirm Vercel frontend deployment successful	Alem	
H+0:20	Verify frontend: open <code>https://bilko.io</code> in browser	Alem	

H+0:20 ? H+0:45 — Smoke Tests

Time	Action	Owner	Status
H+0:20	Register new test account on bilko.io	Alem	
H+0:25	Create test invoice (RSD, 20% VAT)	Alem	
H+0:30	Verify invoice totals (subtotal + VAT = total)	Alem	
H+0:35	Create test expense with receipt upload	Alem	
H+0:40	Generate VAT report for current month	Alem	
H+0:45	All smoke tests PASS → proceed	Alem	

H+0:45 — Go-Live Declaration

Time	Action	Owner	Status
H+0:45	Post in #bilko-launch: "Bilko is LIVE! bilko.io"	Alem	
H+0:50	Update status page: "All systems operational"	Alem	
H+1:00	Send launch announcement (if planned)	Alem	

4. Post-Launch Monitoring (First 48 Hours)

Period	Check Frequency	What to Watch
H+0 to H+4	Every 30 min	BetterStack dashboard, Railway metrics, Sentry errors
H+4 to H+24	Every 60 min	Same as above
Day 2	Every 4 hours	Same as above
Day 3+	Standard monitoring	BetterStack alerts only

Healthy indicators:

- BetterStack: all monitors green
- Railway CPU: < 50%, Memory: < 1GB
- Sentry: 0 new issues in first hour
- API health endpoint: `{"status": "ok", "db": "ok"}`

5. Rollback Triggers & Procedure

Rollback if:

- Health check fails for > 3 consecutive minutes
- Error rate > 5% in any 5-minute window (Sentry)
- Financial calculation bug discovered (any VAT/total error)
- Authentication completely broken

Rollback procedure:

1. Post in #bilko-launch: "Rolling back — [reason]"
2. **Frontend:** Vercel Dashboard → Deployments → Promote previous → instant
3. **Backend:** Railway Dashboard → Deployments → Redeploy previous → ~2 min
4. Verify health: `curl https://api.bilko.io/health`
5. Post update when rollback complete

6. Communication Plan

Launch Day Communications

Audience	Channel	When	Message
Internal	Slack #bilko-launch	H+0	"Deployment started"
Internal	Slack #bilko-launch	H+0:45	"Bilko is live! bilko.io"

Audience	Channel	When	Message
Beta users (if any)	Email	H+1:00	Launch announcement
Status page	status.bilko.io	H+0:45	"All systems operational"

Related Documents

- [Deployment Checklist](#)
 - [Rollback Plan](#)
 - [Operational Runbook](#)
 - [Monitoring & Observability](#)
 - [Disaster Recovery Plan](#)
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Approval

Role	Name	Date	Signature
Author	Ops Architect	2026-02-23	
Reviewer	Tech Lead		
Approver	Alem Bašić		

Revision #3

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