RELEASE MANAGEMENT CHECKLIST

PROJECT	RELEASE NO.	RELEASE AUDIENCE

RELEASE AUDIENCE: Developers, Internal, Early Access (Beta), Selected External, Specific Customers, General / Wide

STATUS KEY
PENDING: Work still needs to be done
N/A: This item cannot logically apply
WAIVED: This item could apply, but the stakeholders deem it unimportant
DONE: The stakeholders agree that the item has been satisfied
FAILED: This item has forced us to abandon this release

MARKETING / PRODUCT MANAGEMENT

ITEM	STATUS	PARTY RESPONSIBLE
Requirements, user stories for this release have been agreed upon		
All issues from prior release have identified, added		
Product owner, other stakeholders agree with release plan		

DEVELOPMENT

ITEM	STATUS	PARTY RESPONSIBLE
All needed design work has been completed		
All needed design work has been reviewed		
All development work has been completed		
All development work has been peer reviewed		
All defects assigned to this release have been fixed		
All development documentation has been updated		
All unit test code has been updated		
The development team is satisfied with this release		

QUALITY ASSURANCE

ITEM	STATUS	COMMENTS
The QA plan and test cases have been updated		
The QA plan has been completely carried out		
All discovered defects have been logged		
Any change requests or spec update due to defect have been addressed		
All fixed defects have been verified as fixed		
The QA team is satisfied with this release		

DevOps / RELEASE ENGINEERING / CONFIGURATION

ITEM	STATUS	COMMENTS
All components have been properly tagged for release, and the release configuration is clearly defined		
Change-control practices have been followed, meaning that the released product does not contain unapproved changes		
Rollback plan has been prepared		
Create a backup of the build environment and place the development environment under change control.		
Synchronize date/time stamp on all release files		
The operations team is satisfied with this release		

USER EXPERIENCE

ITEM	STATUS	COMMENTS
Any new or changed functionality is deemed usable		
User documentation has been updated		
Communication with customer has been planned and executed		
The UE team is satisfied with this release		

TECHNICAL SUPPORT / OPERATIONS

ITEM	STATUS	COMMENTS
Tech support / Operations has successfully installed, upgraded, and used this release		
Any "Early access" or "Beta" program was successful and any issues fixed		
The impact of any changes on other products, operations has been determined and addressed		
Support documentation has been updated		
The tech support / operations teams are satisfied with this release		

SERVICES / TRAINING

ITEM	STATUS	COMMENTS
Sales Support / Training has had access to this release		
Training materials have been updated		
Sales Support / Training is satisfied with this release		

LEGAL

ITEM	STATUS	COMMENTS
Legal risks associated with this release have been reviewed		
Copyright, licenses for all components and intellectual property have been verified		
Compliance with all laws and regulations (e.g., export, safety) is confirmed		
The legal team is satisfied with this release		

RELEASE MANAGEMENT

ITEM	STATUS	COMMENTS
Formally announce release internally		
Write a release summary including any issues for discussion		
After release check in with project stakeholders for feedback on release		
The legal team is satisfied with this release		

DISCLAIMER