

COMPANY NAME

Release Package Checklist

Revision History

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	George Smith	Initial Release.
1.1	xx-xx-20xx	Flo Samuels	Reasons for revisions.

COMPANY NAME

Release Package Checklist

Quality Systems: Boxes can only be checked if the answer is “Yes.” The Release package is not ready for release until all items on this Checklist are checked. When the Checklist is complete, forward the document to the Director of Quality Systems.

Checklist

- Certification—Has QS certified the software package for Production release?
- Update—Has the “Previous_Release” directory on the deployment server been updated?
- Installation Instructions—
 - Have installation instructions been created and are they current (updated if necessary)?
 - Has QS reviewed, tested, and certified the installation instructions?
 - Are the Installation Instructions in the Release directory?
- Release Notes—
 - Has the Release Manager or designee created and updated Release Notes?
 - Are the Release Notes in the Release directory?
- Setup Packages—Are the setup packages in the correct directories per the documentation for each system that lists the release directories? The documentation, in the project’s SCM directory, is Release_location.doc. Attach that document to this checklist.
- Notification—Has the release notification been e-mailed to the Release Group in the Release Manager’s personal mail system? (The group’s name is SystemName Release.)

Release Version: _____
Release Date: _____
Release Time: _____
Auditor Name: _____