

# Product Release Preparation Checklist

## GENERAL INFORMATION

- Product Name: \_\_\_\_\_
- Version: \_\_\_\_\_
- Release Date: \_\_\_\_\_
- Release Manager: \_\_\_\_\_

## PRE-RELEASE

- Requirements finalized and approved
- Design review completed
- Development completed
- Code review conducted
- Documentation draft ready

## TESTING

- Unit tests passed
- Integration tests passed
- User acceptance testing (UAT) completed
- Performance testing completed
- Security testing completed

## DEPLOYMENT

- Deployment plan documented
- Rollback plan prepared
- Release notes finalized
- Production environment validated
- Backups completed

## POST-RELEASE

- Monitoring activated
- Support team notified
- Customer communication sent
- Feedback channels opened

## NOTES

