



CHECKLIST

RELEASE STRATEGY

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Release Strategy** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Have any modules and/or scripts needed to deliver the required system functionality been created, installed, and/or configured?
	Has all debugging/testing code been removed from the system, including unnecessary developer comments?
	Have all planned modules and/or components been completed to the client's requirements/specifications?
	Has it been verified that the final build of the system has passed all stages of testing (function test, unit test, system test, user acceptance, etc)?
	Has all release media been scanned for viruses?
	Have all application program interfaces been documented?
	Have release notes been created describing what's new?
	Has user documentation been created describing how the user should interact with the application?
	Has source code been included in any distributed software developer kits (SDK)?
	Has it been verified that any documentation distributed with the current release indeed matches that release?
	Have any required licensing agreements and/or copyrights been included?
	Has information for recommended points of contact been included (support, sales, etc)?
	Has the system been packaged into a releasable format as required by the client (CD/DVD, FTP, .iso, .exe, etc)?
	Has an issue free installation been verified by test-installing the final distribution release onto a clean system?
	Have the appropriate regulatory offices been contacted? Offices such as: Office of the Chief Information Security Officer (OCISO), Capital Planning and Investment Control (CPIC), Enterprise Architecture (EA), Security, Information Technology Services Office (ITSO), External Data Center Support Staff (EDCSS), etc.
	Have all appropriate processes and/or regulations been complied with?
	If appropriate has the EDCSS been contacted with adequate time for the project team to comply with hosting requirements and for MTDC to setup the environment in which the application will be hosed?
	If appropriate has a Memorandum of Understanding been agreed upon by the project sponsors and EDCSS?
	If appropriate has an EDCSS Host Characterization Worksheet/Firewall Worksheet been completed and accepted by EDCSS?
	If appropriate has an EDCSS Run Book been completed?
	Has a Business Continuity Plan been completed?
	Has the new system release been formally announced?
	Has the system obtained formal authority to operate (ATO)?