

## PRODUCT RELEASE

This checklist is used to support final product releases of software to internal or external clients and/or customers. For internal milestone and other releases, use *CxCheck\_MilestoneRelease*.

### Engineering Activities

- PR-1 Have all items in *CxCheck\_MilestoneRelease* been satisfied?
- PR-2 Are version strings updated with the final version information?
- PR-3 Is all application content updated with final versions?
- PR-4 Is the final version of any on-line help or documentation present?
- PR-5 Is the final version of any initial data loaded?
- PR-6 Is all debugging and test code removed from the software?
- PR-7 Are any seeded defects removed from the software?
- PR-8 Is all test and internal data removed from the system?

### Build and Release Activities

- PR-9 Are the final readme files complete and included?
- PR-10 Are all deliverable files and the directory structure for various media finalized?
- PR-11 Is a final list of the files in the released product available?
- PR-12 If appropriate are the date, time, and version stamps on the released files synchronized?
- PR-13 Is the final (gold) distribution media available?
- PR-14 Is a virus scan of the distribution media complete?
- PR-15 Is a final verification of the correct files on the distribution media complete?
- PR-16 Is a backup of the build and development environment under revision control?

### Quality Assurance Activities

- PR-17 Is the final disposition and/or resolution of all defects complete?
- PR-18 Is the appropriate testing on the final build complete? (e.g., system testing, full regression testing, smoke test, etc.)
- PR-19 Has install testing from all release media onto appropriate target environments completed successfully? (i.e., from CD-ROM, website, shared directory, etc.)
- PR-20 Are all test installations complete? (e.g., files, configuration settings, etc.)
- PR-21 Have the uninstalls from the target environments completed successfully?
- PR-22 If appropriate, have upgrade install tests completed successfully?
- PR-23 Is all final content included on distribution media? (e.g., application text strings, images, sounds, and other content, initial data, help files, readme files, etc.)