

CS 481 Release Checklist

Team: _____

Release: _____

This checklist is to be completed and submitted to your instructor when you make your product release.

Verified Complete & Accurate	Verification Item	Date of Last Update	Verified By (sign or initial in box below)
<input type="checkbox"/>	Operational Specification documents all capabilities provided by this release (more is OK, less is not)		
<input type="checkbox"/>	Design Specification is updated to correspond to the design existing at this release		
<input type="checkbox"/>	Usage documentation is updated to correspond to this release		
<input type="checkbox"/>	Task list is updated to include activities through this release		
<input type="checkbox"/>	All meeting agendas, minutes, and formal presentations are posted to team web site		
<input type="checkbox"/>	CVS Statistics show an accurate history of project through this release		
<input type="checkbox"/>	System Test Plan contains the overall test strategy and is updated to reflect the test contained in the test suite used for this release		
<input type="checkbox"/>	Test log shows status of test run for this release		
<input type="checkbox"/>	Defect Log is updated to reflect status of defects at product release		
<input type="checkbox"/>	Code comments are accurate and thorough		
<input type="checkbox"/>	Release notes have been prepared and included in the release		
<input type="checkbox"/>	The release has been packaged for delivery		
<input type="checkbox"/>	The packaged release has been "deconstructed" and verified to contain the expected content		
<input type="checkbox"/>	The release has been posted to the team web site		