

Release Readiness Checklist

Sanitized PM Artifact Sample

Version	1.0
Document Owner	Project Manager
Status	In Review
Date	07 April 2026

1. Release Overview

Release Name Settlement Workflow Release 1	Release Type Operational workflow improvement
Planned Release Date 21 April 2026	Release Owner Project Manager
Business Owner Head of Operations	Technical Owner Technical Lead
Quality / Validation Owner QA Lead	Overall Readiness Status Amber

2. Purpose

This checklist is used to confirm that release conditions are evidenced, reviewed, and owned before deployment or go-live. It helps distinguish assumed readiness from verified readiness and supports a controlled go / no-go decision.

3. Readiness Summary

Current Recommendation
Proceed only if remaining open items are resolved or explicitly accepted before final release review.

Current Open Items

- one dependency confirmation pending
- final stakeholder communication draft under review
- one medium-priority defect awaiting retest confirmation

4. Release Checklist

A. Scope and Delivery Completion

Item	Status	Owner	Evidence / Note
Release scope confirmed	Complete	Project Manager	Scope for release agreed and tracked
Planned items complete	Complete	Delivery Owners	Delivery items marked complete
Deferred items reviewed	Complete	Project Manager	Deferred items documented separately
Outstanding blockers reviewed	In Review	Project Manager	One external dependency still pending

B. Testing and Quality

Item	Status	Owner	Evidence / Note
Functional testing complete	Complete	QA Lead	Test cycle completed
Critical defects resolved	Complete	QA / Technical Lead	No critical defects open
Medium defects reviewed	In Review	QA Lead	One item pending retest
Acceptance criteria verified	Complete	Delivery Owners	Acceptance evidence captured

C. Operational Readiness

Item	Status	Owner	Evidence / Note
Access and configuration ready	Complete	Technical Lead	Required access validated
Monitoring / logging prepared	Complete	Technical Lead	Monitoring points confirmed
Rollback path defined	Complete	Technical Lead	Rollback steps documented
Support handover prepared	In Review	Operations Lead	Final support note under review

D. Documentation and Communication

Item	Status	Owner	Evidence / Note
Release notes prepared	Complete	Project Manager	Draft finalized
Stakeholder communication prepared	In Review	Project Manager	Final approval pending
Internal documentation updated	Complete	Operations Lead	Workflow guide updated
Key users informed	Pending	Business Owner	To be sent after final review

E. Approval and Go / No-Go

Item	Status	Owner	Evidence / Note
Business sign-off ready	In Review	Business Owner	Awaiting final readiness call
Technical sign-off ready	Complete	Technical Lead	Technical readiness confirmed
QA recommendation recorded	Complete	QA Lead	QA recommendation captured
PM release recommendation recorded	Complete	Project Manager	Proceed with conditions
Final go / no-go decision logged	Pending	Sponsor / Business Owner	Final review scheduled

5. Open Issues and Accepted Risks

Open Issues • dependency confirmation from supporting team not yet formally closed • one medium-priority validation item still awaiting final retest result	Accepted Risks • minor documentation refinement may continue after release • one non-blocking communication improvement will be completed in follow-up
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6. Go / No-Go Decision Notes

Recommended Decision Conditional Go	Conditions • dependency confirmation must be received • validation result for the remaining medium-priority item must be confirmed • stakeholder communication must be approved and scheduled
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Escalation Rule If any condition remains unresolved at the final review point, release recommendation moves from Conditional Go to No-Go Pending Resolution.	Post-Release Follow-Up Confirm production stability - Day 1 Validate workflow handoff - Day 1 Review open follow-up items - Day 2 Capture early lessons learned - Week 1
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7. Notes

This sample is intentionally simplified for website download use. In practice, a release readiness artifact may also include linked defect reports, dependency references, approval records, rollback contacts, and post-release monitoring checks.