

01

**Has code been reviewed?**

Has the source code been reviewed by another person in the team? This helps catch debugging and test code left in the code base as well as ensure that code is written to quality level and standards are kept

02

**Has your version number increased?**

Even if you don't have an app a website can still have a version number in a version file. This helps keep track of which version people are accessing.

03

**Has a release branch been created?**

Ask your developers, This is to help with rolling-back to the previous version when things go wrong or creating specific version hotfixes

04

**Is today a good day to release?**

When releasing on your busiest day you risk the issue of creating a slow support channel and having issues around longer than necessary. Don't release on a Friday afternoon if you won't be available on the weekend.

05

**Were backups taken?**

Have backups of the database or data storage been taken? How will you revert or rollback if things go wrong? What is your backup process?

06

**Have you accepted the software?**

Did you use an acceptance criteria specific to this feature and tick all items off? Only release when the feature is complete and working

07

**Have you got a communication plan ready for your stakeholders?**

Do you know how you will communicate your update to users? Do you know which users you need to update?

08

**Are there any other initial users who need to test this prior to release?**

Who else should test the features prior to pushing it live?

09

**Have your developers provided a testing report?**

Do you have confidence that your team ran tests and everything is passing? They can be manual or automated, in the ideal scenario, there are both.

10

**Do you have training material?**

If you need to train or educate users on this feature have you created the relevant material? Do you have written training manuals? Will you create youtube videos? Have you updated your in-system help?

11

**Perform a release review**

Review the release and development period, raise any issues with your team to improve the process for the next development cycle or release.