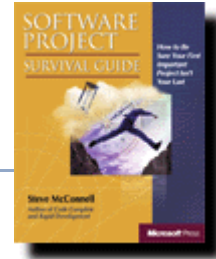




Software Project Survival Guide

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Sample Release Checklist

Activities

Person Responsible

Engineering Activities

- Update version strings with final version information
- Remove debugging and testing code from the software
- Remove seeded defects from the software

Developer
Developer
Developer

Quality Assurance Activities

- Check that all defects on current defect list have been resolved
- Smoke test/regression test final build
- Install program from CD ROM on clean machine
- Install program from diskettes on clean machine
- Install program from Internet web site on clean machine
- Install program from CD ROM/diskettes on machine with older version of program (upgrade install)
- Verify that the correct Windows registry entries have been created by the install program (see attached list)
- Verify uninstall on clean machine

Tester
Tester
Tester
Tester
Tester
Tester
Tester
Tester

Release Activities

- Freeze final list of files to be distributed
- Synchronize date/time stamp on all release files
- Prepare final program disks ("gold disks").
- Verify that all files are present on the gold disks
- Virus scan all release media
- Surface scan the master media for bad sectors
- Create a backup of the build environment and place the development environment under change control.

Release team
Release team
Release team
Release team
Release team
Release team
Release team

Documentation Activities

- Verify version of readme.txt on gold disks
- Verify version of help files on gold disks

Documentation
Documentation

Other Activities

- Verify copyright, license, and other legal materials

Product manager, legal advisor