



RELEASE DECISION CHECKLIST

QA and Release Readiness Gate

Evaluate a specific candidate with traceable evidence before making a ship, hold, or conditional decision.

Use this gate for one identified build, commit, or artifact. A release decision is valid only for the candidate and evidence named here; it is not a permanent claim that the project is ready.

USE THIS RESOURCE WHEN

- A milestone, release candidate, demo, or store build is being evaluated.
- Several test results must be converted into one accountable decision.
- The team needs an explicit record of missing evidence, waivers, and rollback readiness.



Free Academy resource

English • US Letter edition • Fillable PDF • v1.0

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How to use it

Use this gate for one identified build, commit, or artifact. A release decision is valid only for the candidate and evidence named here; it is not a permanent claim that the project is ready.

HOW TO USE IT

- 1 Identify the exact candidate before recording any result.
- 2 For each item, link or name the evidence and the person responsible.
- 3 BLOCKED is not PASS. Record what evidence or access is missing.
- 4 Only the named authority may choose SHIP, HOLD, or CONDITIONAL.

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USE AND SHARING

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Candidate and baseline

Candidate

Build, commit, artifact checksum, version, date, and environment.

Baseline / environments / devices

Supported matrix and the baseline used for comparison.

Requirements and evidence map

For each requirement: source, criterion, scope, expected, observed, evidence, owner, and PASS/FAIL/BLOCKED.

Candidate evaluation

For every item, mark the result and record evidence. An empty box is not a pass.

1. Clean build and package reproduced.

Evidence / notes

2. Core loop and changed surfaces pass.

Evidence / notes

3. Boundaries, interruption, reset, persistence, and recovery checked.

Evidence / notes

4. Supported inputs, environments, devices, and fallback routes checked.

Evidence / notes

5. Text, captions, contrast, non-color cues, scaling, timing, and audio alternatives checked where applicable.

Evidence / notes

Candidate evaluation — continued

6. Performance and compatibility compared with the named baseline.

Evidence / notes

7. Known risks, unsupported claims, missing evidence, and waivers identified.

Evidence / notes

8. Secrets, provenance, legal/policy questions, and artifact manifest reviewed.

Evidence / notes

9. Rollback or restoration procedure verified.

Evidence / notes

Accountable decision

Disposition

SHIP / HOLD / CONDITIONAL. State the decision and conditions.

Decision authority

Name, role, approval date, and signature/reference.

Reconsideration conditions / follow-up owner

What would change this decision, who owns the next action, and by when?