

RELEASE READINESS CHECKLIST

When the story is Done but Production still says Not Yet

1 ACCEPTANCE

All acceptance criteria met? Business behaviour validated? Edge cases understood?

2 TESTING

Required unit/integration/system/regression/UAT and risk-appropriate non-functional testing complete?

3 DEPENDENCIES

Linked stories, APIs, vendors, approvals, infrastructure and external teams ready?

4 NON-FUNCTIONAL

Performance, security, access, accessibility, resilience, audit and recovery checked where relevant?

5 DATA & CONFIG

Production config, feature flags, reference data, permissions, certificates and migrations ready?

6 SIGN-OFF

Required Product/Business/Operations/Risk/Compliance/Security approvals obtained?

7 DEPLOYMENT

Release sequence, scripts, window, rollback/recovery and go/no-go ownership understood?

8 MONITORING

Alerts, dashboards, runbook, Support communication and post-go-live ownership ready?

RELEASE BLOCKER SNAPSHOT

PROCESS	TECHNICAL	DATA	PEOPLE	EXTERNAL	RISK
Approvals gates docs	Flags env defects	Reference data migration quality	Owner feedback capacity	Vendor third party regulatory	Security severity testing

BEFORE THE GREEN SIGNAL

- Acceptance validated.
- Required testing complete.
- No unresolved critical/high defect without explicit acceptance.
- Dependencies resolved.
- Production data/config ready.
- Required approvals obtained.
- Deployment and rollback understood.
- Monitoring/support ready.
- Post-go-live owner clear.

ONE QUESTION TO ASK EARLY

What could stop this from reaching Production even if we build it correctly?

GOLDEN RULE

Done for the team is not the same as ready for the customer.

Trace the release path. Make the gates visible. Remove blockers early.