Release Sign-Off Milestone Checklist Template

DRAFT PROPOSAL FOR COMMENTS

The following items are expected to be completed for the project to Pass Release Sign-Off Milestone.

Release Sign-Off Milestone overview is available in wiki.

Practice Area	Checkpoint	Yes /No	Evidences	How to?
Product Management	Are committed Product Backlog Stories been coded and marked as "Closed" in Jira?	Yes	Link to Jira	
	Are all tasks associated with committed Product Backlog Stories been marked as "Closed" in Jira?	Yes	Link to Jira	
	Provide the project features list under the form of a bulleted list.	Yes	Link to evidence	
	Summarize any functionalities that were planned at Release planning and not delivered at Release Sign-Off	NA		
Release Management	Have all issues pertaining to FOSS been addressed?	Yes		
	Have all findings from previous milestones been addressed?	Yes	Provide link to JIRA findings	
Development	Are all the Jenkins jobs successfully passed (verify + merge jobs)?	NA	documentation project	
	Are all binaries available in Nexus Release repository?	NA		documentation project
	Are all Docker images available In Nexus?	NA	Provide link to evidence	documentation project
	Are the Java and Docker manifest updated with the same version as in Nexus Release repository?	NA	documentation project	
Integration and Testing	Have all CSIT Use Cases (created by each project team) passed?	NA	documentation project	Goal is to incease our confidence the latest commit did not break the major functionality. Jenkins CSIT Jobs
	Has the project code successfully passed the Daily Build process?	NA	documentation project	Goal is to ensure the latest project commit has not broken the Integration Daily Build
	Has the project done the integration testing with related dependent projects?	NA	documentation project	
Documentation	Has your team contributed and completed work in the following documentations in ReadTheDocs: 1. Release Notes 2. Project Documentation	Yes	Provide Link to ReadTheDocs Release Notes Provide Link to ReadTheDocs Project Documentation	