### ITIL Release Management Checklist Template

PROJECT	RELEASE NO.	RELEASE AUDIENCE
STATUS KEY		RELEASE AUDIENCE:

STATUS KEY
PENDING: Work still needs to be done
N/A: This item cannot logically apply
WAIVED: This item could apply, but the stakeholders deem it unimportant
DONE: The stakeholders agree that the item has been satisfied
FAILED: This item has forced us to abandon this release

RELEASE AUDIENCE:
Developers, Internal, Early
Access (Beta), Selected
External, Specific Customers,
General / Wide

**Marketing / Product Management** 

ITEM	STATUS	PARTY RESPONSIBLE

#### **Development**

ITEM	STATUS	PARTY RESPONSIBLE

#### **Quality Assurance**

ITEM	STATUS	COMMENTS

DevOps / Release Engineering / Configuration

ITEM	STATUS	COMMENTS

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ITEM	STATUS	COMMENTS

## **Technical Support / Operations**

ITEM	STATUS	COMMENTS

# Services / Training

ITEM	STATUS	COMMENTS

Legal

ITEM	STATUS	COMMENTS

Release Management

ITEM	STATUS	COMMENTS

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