

# QA assessment and release readiness

Use this checklist to agree scope, plan evidence and review release readiness. Record project details and findings in the editable Word document or assessment workbook.

## Assessment details

| Field              | Your information |
|--------------------|------------------|
| Product or service |                  |
| Release or sprint  |                  |
| Build or commit    |                  |
| Assessment owner   |                  |
| Review date        |                  |

## Scope and environment

### In-scope journeys and users

List the workflows, roles and requirements included.

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### Environment and coverage

Record URLs, build, browsers, devices, integrations and test data access.

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### Exclusions and constraints

Identify unassessed areas, access limits and dependencies.

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### Entry and exit criteria

State prerequisites for testing and criteria for release review.

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# Test approach and findings

Use unique requirement and case IDs to connect acceptance criteria, test execution and findings. Add detail in the editable document or workbook.

## Acceptance criteria

| Requirement ID | Acceptance criterion | Business owner |
|----------------|----------------------|----------------|
|                |                      |                |
|                |                      |                |
|                |                      |                |
|                |                      |                |

## Test approach

Describe the checks agreed in scope and the rationale for their priority.

## Execution and evidence references

Link the workbook, run reports and evidence. Include run date and tested build.

## Findings and outstanding risks

Link defect IDs and evidence. Explain impact, action owners, blocked tests and untested areas.

## Acceptance review

Record the reviewer, outcome and any follow-up required.

# Release readiness review

Use Met, Not met, Not assessed or N/A. Give a reason for N/A and link evidence supporting each review.

| Criterion                                  | Status       | Evidence or action |
|--------------------------------------------|--------------|--------------------|
| Scope and acceptance criteria agreed       | Not assessed |                    |
| Environment and build identified           | Not assessed |                    |
| Priority journeys covered                  | Not assessed |                    |
| Failed and blocked cases reviewed          | Not assessed |                    |
| Critical defects resolved or risk accepted | Not assessed |                    |
| Fixes retested and regression reviewed     | Not assessed |                    |
| Business acceptance completed              | Not assessed |                    |
| Operational checks and rollback reviewed   | Not assessed |                    |

## Recommendation and conditions

Record Go, Conditional go or No-go, conditions, owners and due dates.

## Owner approvals

| Role                 | Name | Decision | Date or reference |
|----------------------|------|----------|-------------------|
| QA reviewer          |      |          |                   |
| Engineering reviewer |      |          |                   |
| Business approver    |      |          |                   |

Release decision remains pending until the authorized owner records approval and any conditions are addressed.