

Software Release Plan

Scope, Milestones and Release Execution

Document release scope, owners, delivery gates, acceptance criteria and rollback.

1. Project Overview

Project

Project Manager

Date

Product Version

Release Date

Release Scope

Go/No-Go Decision

2. Purpose and Instructions

Define release scope, check each gate and rehearse rollback. Confirm communications and a go/no-go decision before production rollout.

3. Release Activities

ID	Phase	Activity	Owner	Deadline	Acceptance Criterion	Dependency	Status

4. Readiness Gates

ID	Criterion	Owner	Evidence	Status

5. Risks and Dependencies

ID	Risk	Response Plan	Owner	Status

6. Rollback Plan

ID	Rollback Step	Rollback Trigger	Owner	Status

7. Release Readiness Gates

- [] Critical defects resolved
- [] Rollback procedure approved
- [] Communications approved

8. Release Approval

Release Manager: _____ Date: _____

QA Lead: _____ Date: _____
