**Interview Scheduling Management**

**Checklist for Release Planning**

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| **Prepared By** | |
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| **Role** | Team Member |
| **Signature** |  |
| **Date** |  |

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# Checklist for Release Planning

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| Sl. No. | Check Points | Status (Yes / No / NA)  (Yes - if the checkpoint is satisfied completely  No - if the checkpoint is satisfied partially, or completely not satisfied  NA - if the checkpoint is not applicable) | Remarks  (If 'No' is selected in 'Status' column, appropriate comments in 'Remarks' column is mandatory.) |
|  | Is the Product Owner available for release planning? | Yes |  |
|  | Are features in product backlog ranked? | Yes |  |
|  | Is there a common understanding among team members to size backlog items? | Yes |  |
|  | Are the participants impacted by release available for meeting? | NA |  |
|  | Has the logistics been planned? | NA |  |
|  | Has multiple/distributed teams been taken into account for meeting? | NO | This is a standalone product & database and not an enterprise product. |
|  | Is the need for experienced facilitator identified? | NA |  |

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| Conclusion / Inferences |
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