

**PRODUCT DISTRIBUTION PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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| Date | Version | Author | Description |
| 25/12/2013 | 1.0 | Big Five Team | Create Document |
| 30/12/2013 | 1.1 | Big Five Team | Update Document |

**REVISIONS**

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# OVERVIEW

## Description

This procedure describes the distribution of software via express mail services.

## Entry Criteria

Complete the following before beginning this procedure:

* Release Request Letters
* AF Form 673 (Request to Issue Publication) and documentation, if applicable
* Version Control Document and attachments (Base Level Integrated Support System (BLISS) listing for mainframe systems), if applicable
* Component Validation and Integration (CV&I) portion of the Integrated Test Report (ITR)
* Mailing list
* Release Turn-In Certification Form
* Software being released to include Version Description Document (VDD) or a AF Form 636 - Systems Change Release Form

## Exit Criteria

The following work product is a result of completing this procedure:

* Completed and distributed Release Package

# PROCEDURE STEPS

## Product Distribution Function

**Coordinate Release Request letter.**

Route Release Request Letter to the Test Function upon receipt. Provide release number assigned in Product Assurance Real-time Information System (PARIS) to the Project Manager.

## Test Function and Operational Test Organization (OTO)

**Perform Qualification Test and Evaluation (QT&E) and Operational Test and Evaluation (OT&E).**

Accept the release package from the Project Configuration Manager. Perform QT&E and OT&E. Turn in final Release Package to the Product Distribution Function.

## Product Distribution Function

**Process final Release Package.**

The Product Distribution Function will receive final Release Package from the Test Function. Update the release tracking tool concerning shipping status. Create cover letter and approve final release package for shipment. Duplicate the cover letter, Version Control Documentwith attachments, and magnetic media listed on Form 636. Ensure the Project Manager performs a 10% quality check. Reproduce documentation (if applicable). Package the release and distribute worldwide.

## Product Distribution Function

**Perform life-cycle support.**

The Product Distribution Function will create release package folder. Provide release reshipment support. Provide mail support for non-software packages and process re-releases.