

Exit Criteria Checklist

QA completion requirements before release

1. Test Execution

- ☐ All planned test cases or checklists have been executed
- ☐ High-risk areas have been covered
- ☐ Regression tests for impacted areas are completed

2. Defect Resolution

- ☐ All critical defects are fixed and retested
- ☐ All major defects are fixed and retested
- ☐ Medium and minor defects are resolved or accepted for future release
- ☐ No open issues block core functionality

3. Acceptance Criteria & Quality Benchmarks

- ☐ All acceptance criteria defined in requirements are met
- ☐ No unexpected behaviour in core workflows
- ☐ Performance is acceptable for this release
- ☐ Usability is acceptable for the team

4. Documentation Completion

- ☐ Test results are recorded and stored
- ☐ Known issues are documented and communicated
- ☐ Release notes or defect summaries are prepared (if required)

5. Build Stability Verification

- ☐ Final build is stable in the test environment
- ☐ No recurring crashes or environment issues
- ☐ Integrations with other systems/modules function correctly

6. Stakeholder Approval

- ☐ QA engineer confirms testing is complete
- ☐ Product owner or team lead approves release readiness
- ☐ Remaining risks are communicated and accepted