

Software Delivery Readiness Checklist

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Software Delivery Readiness Checklist

Dear [Recipient Name],

Please find below the checklist for the software delivery readiness:

Checklist Items

- Requirements Specification Completed
- Code Review Conducted
- Unit Testing Completed
- Integration Testing Completed
- Performance Testing Completed
- Documentation Updated
- Deployment Plan Approved
- Rollback Plan Established
- Stakeholder Sign-off Obtained

Comments:

[Insert Comments or Concerns]

We look forward to your confirmation on the readiness for deployment.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]