# **Deployment Checklist Template**

## **1. Pre-Deployment**

### **1.1 Planning**

* Define deployment objectives and scope.
* Create a detailed deployment plan.
* Schedule the deployment date and time.
* Notify all stakeholders of the deployment schedule.

### **1.2 Environment Preparation**

* Verify that the deployment environment is ready.
* Ensure all hardware and software requirements are met.
* Backup current production data.
* Confirm network configurations and settings.

### **1.3 Code Review and Testing**

* Complete code review.
* Ensure all unit tests pass.
* Conduct integration tests.
* Perform system testing.
* Conduct user acceptance testing (UAT).
* Perform security testing.
* Ensure performance testing is completed.

### **1.4 Documentation**

* Update system and user documentation.
* Prepare release notes.
* Document rollback procedures.
* Update support and troubleshooting guides.

## **2. Deployment**

### **2.1 Deployment Activities**

* Deploy code to the staging environment.
* Verify deployment in the staging environment.
* Deploy code to the production environment.
* Verify deployment in the production environment.

### **2.2 Configuration**

* Apply necessary configuration settings.
* Update environment variables.
* Configure application settings.
* Configure database connections and settings.

### **2.3 Data Migration**

* Perform data migration if necessary.
* Verify data integrity after migration.
* Run data migration tests.

### **2.4 Post-Deployment Verification**

* Verify application functionality.
* Check for errors in logs.
* Conduct smoke testing.
* Validate performance metrics.
* Confirm security settings are applied.

## **3. Post-Deployment**

### **3.1 Monitoring and Support**

* Enable monitoring tools.
* Set up alerts for critical issues.
* Monitor system performance.
* Verify that support teams are ready for any issues.

### **3.2 User Communication**

* Notify users of the successful deployment.
* Provide users with updated documentation.
* Communicate any known issues and workarounds.

### **3.3 Review and Documentation**

* Conduct a post-deployment review meeting.
* Document any issues encountered during deployment.
* Update deployment checklist with lessons learned.
* Archive all deployment documentation.

## **4. Rollback Plan**

### **4.1 Rollback Preparation**

* Ensure a rollback plan is in place.
* Verify backup integrity.
* Prepare rollback scripts and procedures.

### **4.2 Rollback Execution**

* Execute rollback procedures if necessary.
* Verify system functionality after rollback.
* Communicate rollback to stakeholders.

**Approval and Sign-Off:**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| [Deployment Manager] | [Role] |  | [Date] |
| [QA Lead] | [Role] |  | [Date] |
| [Project Manager] | [Role] |  | [Date] |
| [Stakeholder] | [Role] |  | [Date] |