

1.10 Product Release

Office or Division:	Systems Development Division and Systems Quality Assurance Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accept completed deliverables presented during the sprint review meeting Signify approval of the full product release through a signed User Acceptance Form	1. Release Accepted Deliverables	None	1 Day	The Project Team
2. Evaluate Product by filling out the System Usability Scale (SUS)	2. Provide a soft copy of the SUS. Deploy the full product	None	1 Day	Scrum Team
	2.1 Summarize the SUS after gathering enough number of filled out questionnaires.	None	1 Day	The Scrum Master
3. Attend Project Retrospective Meeting	3. Review the project as a whole 3.1 Identify and document the good practices and lessons learned during	None	4 Hours	Project Team members and if possible, other stakeholders

	<p>the project development. The result of the evaluation and resulting recommendations will be documented and will be used for reference in improving the system development process</p>			
TOTAL:		None	3 Days and 4 Hours	