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| Project:  |  |
| Product Manager:  |  |
| Project Manager:  |  |

**Instructions:** Fill in the box (🞏) for items that will apply to this product.

Obtain signatures to acknowledge completion or acceptance.

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| **Verification** | **Signatures & Comments** |
| 1 | 🞏 | Unit Tests Completed and Passing |  |
| 2 | 🞏 | Code Reviews Completed |  |
| 3 | 🞏 | Design Reviews Completed and Documented |  |
| 4 | 🞏 | Test Plan Reviewed and Approved |  |
| 5 | 🞏 | Regression Testing Completed |  |
| 6 | 🞏 | Regression Test Results and Open Issues Dispositioned |  |
| 7 | 🞏 | Environmental Tests Pass |  |
| 8 | 🞏 | Part Drawings Reviewed  |  |
| 9 | 🞏 | Test Software Reviewed and Accepted by Production |  |
| 10 | 🞏 | Instrument Passes Production/Certification Tests |  |
| 11 | 🞏 | Assembly Drawings Reviewed and Accepted by Production |  |
| 12 | 🞏 | Work Instructions Reviewed and Accepted by Production |  |

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| **Validation** |  |
| 13 | 🞏 | All Product Requirements are Met and Accepted by Owners |  |
| 14 | 🞏 | Customer Beta Testing Completed |  |
| 15 | 🞏 | Out of Box Experience Approved by Product Manager |  |
| 16 | 🞏 | Iteration Reviews Completed and Documented |  |

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| **Documentation** |  |
| 17 | 🞏 | Software Development Kit (SDK) Created & Tested |  |
| 18 | 🞏 | Software Release Notes Reviewed by Product Manager |  |
| 19 | 🞏 | Manuals Reviewed and Approved by Product Manager |  |
| 20 | 🞏 | Project Design Folder Compiled & Controlled |  |
| 21 | 🞏 | Final Design and/or Manufacturing Files are Controlled |  |
| 22 | 🞏 | CD Image/Artwork Reviewed by Product Manager |  |
| 23 | 🞏 | Sales & Marketing Material Reviewed by Engineering |  |

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| **Manufacturing Reviews and ME Builds** |  |
| 24 | 🞏 | Bill of Manufacturing, Parts, and Operations Complete |  |
| 25 | 🞏 | Item Creation Forms Completed |  |
| 26 | 🞏 | PC Board Assembly Test Work Instructions Reviewed |  |
| 27 | 🞏 | PC Board Assembly Test Fixtures Available |  |
| 28 | 🞏 | PC Board Assembly Documentation Reviewed |  |
| 29 | 🞏 | Assembly Fixtures Documented, Reviewed, and Available |  |
| 30 | 🞏 | Test Fixtures Documented, Reviewed, and Available |  |
| 31 | 🞏 | Costed BOM Reviewed with Manufacturing and Product Mgr. |  |

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| **Certification and Logistics** |  |
| 32 | 🞏 | RoHS, CE, ATEX, and/or other Certifications Obtained |  |
| 33 | 🞏 | 17025 Certification Compliance (Printable Reports) |  |
| 34 | 🞏 | Suppliers and Lead Times Reviewed and Approved |  |

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| **Finalization** |  |
| 35 | 🞏 | Project Progress Form (D0001.1009-15) Updated |  |
| 36 | 🞏 | Customer Support/Training Conducted or Planned |  |
| 37 | 🞏 | SW and/or FW Prepared for Formal Release |  |
| 38 | 🞏 | ECO Released |  |
| 39 | 🞏 | Release Celebration Planned |  |

**Release Approval**

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| --- | --- | --- |
| **Title** | **Signature** | **Date** |
| General Manager:  |  |  |
| Engineering Manager:  |  |  |
| Sales Manager:  |  |  |
| Product Manager:  |  |  |
| Project Manager:  |  |  |
| Quality Manager:  |  |  |