# Deployment Checklist

*Purpose:* This checklist ensures that all necessary steps have been completed before and after a software deployment. It serves as a guide for teams to minimize the risk of errors and ensure a smooth deployment process.

## Project Details

* **Project Name:** {projectName}
* **Deployed By:** {deployedBy}
* **Date of Deployment:** {deploymentDate}
* **Environment:** {environment}

## Pre-Deployment Checklist

{#preDeployment}

* **{item}:** {description}

{/preDeployment}

## Deployment Tasks

{#deploymentTasks}

* **{step}:** {responsiblePerson}

{/deploymentTasks}

## Post-Deployment Checklist

{#postDeployment}

* **{item}:** {status}

{/postDeployment}

## Issues Identified

{#issues}

* **{issueTitle}:***{issueDescription}* - Reported by {reportedBy}

{/issues}

## Team Sign-Off

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Role** | **Approval** |
| {#team}{memberName} | {role} | {approvalStatus}{/team} |

## Rollback Plan

{#hasRollbackPlan}**Rollback Plan Details:** {rollbackPlanDetails}{/hasRollbackPlan}{^hasRollbackPlan}**No rollback plan provided.**{/hasRollbackPlan}

## Final Notes

{finalNotes}