IXC

Release decision memo and scenario result sheet

A record that links run results, unchecked areas and residual risk

A practical IXC resource for adoption decisions and delivery

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Using this resource

Records the verification scope and results in a traceable template, along with the release meeting's decision and its follow-up conditions.

QA leaders, product owners and QA review buyers preparing for a release meeting

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How to complete and reuse it

Read the criteria in this PDF, then fill the blank fields with your actual conditions and anything still unconfirmed. The Excel file for the same practice area has a worksheet for each resource. Keep the worked examples separate from real customer cases and confirmed quotes.

With attribution, you may quote and adapt this material for internal review and your own work. The latest files are at www.ixc.co.kr/en/assets.

Record the target and scope of the verdict

The release memo is made up of the target, the agreed scope, the scenario results, the areas left unchecked, the residual risk, and the verdict and review record. Without the build identifier and the environment on record, it is hard to tell whether earlier results apply to the current release.

Release memo basic information

Item	What to record	Related documents and identifiers
Product and release name		
Candidate build and version		
Review window and the environment combinations		
Scope of core flows and scenarios		
Exclusions and retest conditions		
Agreed criteria for release		

> **Worked example**
>
> Product: order management web app. Target: release-2026-09 candidate build. Scope: order creation, lookup and cancellation. Environment: agreed desktop browsers. Excluded: admin statistics redesign. In a real memo, also record the identifiers of the version, the environment and the reference documents.

When the build changes, add a verification round rather than overwriting the existing rows. Give every scenario, defect and piece of evidence a unique number. Followed from one to the next, the numbers show who checked what, and under which conditions.

Link scenario definitions to run results

A scenario definition states the preconditions, the steps and the expected result. Run records link to it by the same scenario number. Write it in enough detail that someone else could run it again with the same account role and data conditions.

Scenario definition sheet

Number and core flow	Preconditions	Steps	Expected result
Worked example: TC-01 / cancellation	Test order with payment completed	Request cancellation on the order detail page	Cancellation status and amount match

Scenario run sheet

Scenario and round	Status	Defect and evidence no.	Run by, date and time

Status	Criterion	Also record
PASS	Matches the expected result	Run environment and evidence
FAIL	Does not match the expected result	Observed result and defect number
BLOCKED	Cannot run due to an unmet prerequisite	Reason for the block and resolution owner
NOT RUN	Planned but not run	Reason not run and next scheduled date

Do not fold BLOCKED or NOT RUN into either PASS or FAIL. A retest adds a round; it does not erase the first result. If you report a pass rate, also state whether the denominator is the whole plan or only what was actually run.

Separate defects from areas left unchecked

A defect found is a record of an observed result that differs from the expected result. An area left unchecked is a record with no verification evidence yet. Keep the two lists separate, so that what needs fixing and what must be resolved before a run can go to different owners.

Defect log

Defect and scenario no.	Severity and user impact	Reproduction conditions and evidence	Owner and fix status
Worked example: DEF-01 / TC-01	High / cancellation amount mismatch	Order lookup after partial cancellation	Owner assigned, fix under review

Record of areas left unchecked

Area or scenario	Category and reason	Resolution owner	Condition for the next check
Worked example: external notification integration	BLOCKED / test account not yet issued	Integration owner	Rerun after the account is issued

Keep severity separate from fix order. Record the user impact first, such as data loss, amount errors or a core function going down, then set fix priority by weighing the schedule and workarounds together. For items outside the agreed scope, record why they were excluded and when the scope will next be reviewed.

> **Linking reproduction materials**
>
> Do not leave screenshots or logs on their own; link them to the build, the environment and the scenario number. Keep account passwords and raw personal data out of the result sheet, and handle them in line with the evidence-sharing scope.

Turn residual risk into conditions

Under residual risk, record how unfixed defects and unchecked items affect the release. Do not stop at repeating defect numbers; link each risk to what triggers it, the workarounds, the signals to watch and the conditions for re-assessment.

Residual risk record

Risk and linked numbers	Trigger and impact	Workaround and how to monitor	Owner and condition for re-assessment
Worked example: delayed cancellation notification	Status updates late when the external notification is delayed	Confirm the status with a server-side lookup	Operations owner / review on a status mismatch

Release condition tracker

Required condition	When to check	Owner responsible	Completion evidence and review

Separate conditions that must be met before release from items to watch after release. The former stay incomplete until their completion evidence has been reviewed. For the latter, record who checks which signal and when. A condition without an owner or a time to check cannot serve as an action plan.

> **Questions the verdict needs answered**
>
> Do the areas currently unchecked include a core flow? Has the workaround actually been checked? If a condition cannot be met, when and with whom is the verdict re-assessed? Record the answers in the same memo.

Record the verdict and its review

Record the verdict after reviewing the scenario results, the release criteria, the unchecked areas and the residual risk. When you distribute the template, leave the verdict and the signature block empty. Do not use example results or another project's signature as the record of an actual review.

Verdict	Meaning	Required follow-up record
READY	Agreed release criteria met	Reviewed build and evidence documents
READY WITH CONDITIONS	Proceed on the recorded conditions	Conditions, owners and when to check
HOLD	Release held on current evidence	Items to resolve, revalidation and conditions for re-assessment

Release verdict and review record

Item	Record	Date, time and evidence
Verdict		
Verdict basis and open conditions		
Author		
Reviewer name and signature		
Release approval record		
Build and conditions for re-assessment		

Assign the author, the reviewer and the release approver according to project roles. Even when one person holds several roles, keep a record for each role. When the report, raw results, defect log and evidence are stored linked together, the next release can also continue the review from the earlier decision.

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Publication and use

We agree on the candidate build and verdict criteria with you, then deliver in writing everything from scenario results to residual risk and re-assessment conditions.

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www.ixc.co.kr/en/services/pre-release-qa

www.ixc.co.kr/en/assets/quality-evidence

References

IXC Release Readiness Review: verdict and deliverables

https://www.ixc.co.kr/en/services/pre-release-qa

ISTQB CTFL v4.0.1: traceability, defect management and test completion reporting

https://istqb.org/wp-content/uploads/2024/11/ISTQB_CTFL_Syllabus_v4.0.1.pdf