IXC

Pre-release QA review — a guide for buyers

From preparing the candidate build to acting on the results and re-assessment

A practical IXC resource for adoption decisions and delivery

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Using this resource

Prepares the build and core flows to hand to an outside review, and places verification and fix time in the release schedule.

Product owners approaching a release, and buyers accepting delivery

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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.

Decide the review this release needs

A pre-release QA review is a service that checks one release candidate build within an agreed scope and records the release decision in a document. In the standard scope, IXC verifies one build, one product area, three core flows, and thirty scenarios over five business days.

Current situation	What to check this time	Suitable approach
A major feature release is ahead	Core flows and exceptions in the candidate build	Pre-release review
Taking delivery of development work	Agreed requirements and execution results	Review focused on the acceptance scope
Short of people at every deployment	Ongoing regression and defect management	QA Outsourcing on a term engagement
Code behavior rules are unclear	Reconstructing requirements and finding gaps	Scope agreed to include reconstruction work

Review purpose brief

Item	Conditions for this release	Reviewer
Goal and target date for release or acceptance		
Candidate build and changed areas		
Flows that delay release if they fail		

Price and scope are set in writing before kickoff. The standard review retests the agreed fixes once. Narrower or wider shapes are set by product areas, flows, scenarios, and retests separately, and the service page describes the current shapes.

Hand over inputs the review can run on

An access URL alone does not start verification if permissions or test data are missing. Before kickoff, confirm that the people who will actually carry out the review can log in and reach the core flows. Passwords and access keys are not written into the checklist; provide them through an agreed channel.

Kickoff readiness checklist

Input	Location or identifier	Reviewer	Readiness status
Build, app version, deployment environment			
Test accounts and permissions by role			
Test data and reset method			
Test environments for third-party integrations			
Requirements, screen, and policy documents			
Recent changes and known defect list			

> **Worked example**
>
> For a service with seller and purchaser roles, prepare an account for each. Separate data for completed purchases from data that can still be canceled, and assign an owner for resets. For payment integrations, share only a list that separates test keys from production keys by name and purpose.

Mark areas without documents as targets for reconstructing their behavior. For scenarios with no expected result defined, agree the criteria with the product owner before execution. Record access failures as incomplete preparation, so actual verification time stays distinct from waiting time.

Schedule verification and fix time separately

Count back from the planned release date in this order: approval meeting, fix verification, development fixes, verification, and access preparation. Five business days of verification is not the whole release period, which also includes fixes and approval. Put each stage's owner and completion criteria in the schedule.

Release count-back schedule

Stage	Target date or duration	Owner	Completion criteria
Access and data preparation			Core flows confirmed reachable
Candidate build confirmed			Version and change scope recorded
Verification run			Results written up for the agreed scope
Defect fixes			Fix build and change list delivered
Retest and ruling			Action results and residual risk reviewed
Release approval			Ruling, conditions, and approval recorded

If a new build is delivered during verification, first check how it affects the existing results. Record the decision to change the target build, the scope to run again, and the schedule impact together. If in-house QA runs in parallel, align the areas, the severity criteria, and where defects are logged.

> **Deciding when time is short**
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> Do not ask only whether the release date can hold; decide the core flows, the scope to exclude, and the time available for fixes together. Name the items that could not be run in the next verification plan, and keep them separate in the ruling document as well.

Agree the scope and completion criteria

Write each scenario as a user action and the result to check. A feature name alone, such as a login screen check, is not a sufficient pass criterion. Along with the normal flow, define the exception conditions needed, such as insufficient permissions, input errors, and failed external calls.

Review scope agreement

Flow or scenario	Environment and assumptions	Expected result	In or out of scope
Worked example: password reset	Uses an expired test link	The change is refused and a way to request again is offered	In scope

Item to agree	Question to settle before kickoff	Record to keep
Release-blocking defects	What failure impact leads to a hold?	Severity and ruling criteria
Retest	Which fix build is checked, and how far?	Fix verification and impact scope
Separate verification	Do you also need load, recovery, or certification conformance?	Separate scope and owner
Scope changes	Who reviews new requirements?	Agreed change, price, and schedule

A pre-release review deals with execution results and the basis for the ruling. Its scope differs from a code quality assessment or a ruling on security certification conformance. Naming each verification you need separately keeps the work you assign and the results you get meaning the same throughout the contract.

Turn the results into next actions

The review leaves test case and scenario assets, defect triage and ruling criteria, and a release decision memo. In the memo, check the build and agreed scope first, then read the open defects, unchecked areas, conditions, and items for re-assessment.

Ruling	What to check in the memo	Follow-up record
READY	Basis showing the agreed release criteria are met	Approval record and production check items
READY WITH CONDITIONS	Conditions required for release, and residual risk	Condition owner, check date, and evidence
HOLD	Grounds for the current hold	Items to resolve, revalidation scope, and re-assessment date

Results action plan

Defect, unchecked area, or condition	Action owner	Completion or recheck date	Evidence to link

IXC's Release Readiness Review examines the verification results, exclusions, assumptions, and residual risk, then delivers a release memo signed by Shin Minkyu, CTO. The ruling and signature block in the template file stay blank until an actual review takes place.

> **Review close-out check**
>
> Confirm where the documents, underlying data, and test cases are kept. Once the next owner is assigned for each item on hold and each item with conditions, the review results carry into the release meeting record and the next execution plan.

Publication and use

Based on your candidate build schedule, core flows, and the documents you have ready, we review the schedule for verification, fixes, and re-assessment with you.

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

www.ixc.co.kr/en/assets/release-readiness

References

IXC Release Readiness Review: scope and shapes

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

ISTQB CTFL v4.0.1: entry and exit criteria, and test completion reports

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