# Installation Package Checklist

This checklist is for the vendor to use in preparing the Product Installation Package. Each item should be checked as the item is completed.

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| ITEMS | X |
| Documentation |  |
| * Name of product is included on all items in the installation package |  |
| * Cover Letter |  |
| * Contents List |  |
| * Content List states the platform (computing environment) the installation package is for |  |
| * Summary of CD, Tape, or cartridge contents |  |
| * User documentation or updates for existing documentation (including update instructions) |  |
| * System documentation or updates for existing documentation (including update instructions) |  |
| * Platform specific installation instructions |  |
| * Special instructions |  |
| * Summary of changes in this release |  |
| * Checklist |  |
|  |  |
| Software |  |
| * Appropriate media used |  |
| * Product software |  |
| * Command Language Procedures (Scripts, JCL, EXECs, EXEs ) |  |
| * Database Definition Procedures |  |
| * Installation jobs |  |
| * Third party software at appropriate release (if applicable) |  |
| * Virus scan has been passed |  |
|  |  |
| Hardware |  |
| * Hardware security device (if applicable) |  |