



Checklist

✓ Go-live readiness

- ☐ Assess go-live readiness early and often through quality gate reviews to provide clarity on the status, readiness, completeness, and maturity of each activity and to help project stakeholders and the steering committee make go/no go decisions.
- ☐ Ensure that the solution scope is aligned with the solution that's going to be live and that it has been communicated, shared with stakeholders, and signed off on by the business, agreeing that the expected scope is covered.
- ☐ Ensure that the solution has completed all test cycles, which include system integration, performance, and UAT, with exit criteria satisfied and signed off on by the business stakeholders.
- ☐ Ensure all scripts and processes planned for the cutover migration are tested and signed off by the business stakeholders.
- ☐ Ensure external dependencies such as ISVs and third-party systems and services are aligned with the timelines and scope for go live.
- ☐ Plan all change management activities such as training, user support, user engagement, and communication, and implement all pre-go-live change management activities from Initiate through Prepare phases.
- ☐ Have a plan for monitoring and maintenance routine for production as well as for transitioning to support teams.

- ☐ Ensure the production environment is prepared and administrators and IT are familiar with monitoring, troubleshooting procedures, and avenues of support.
- ☐ Create a cutover plan that considers all dependencies, the timing of each activity, roles and responsibilities, instructions, verification steps, and any additional documentation associated with each activity.

✓ Cutover

- ☐ Implement the cutover plan by completing all activities in sequence, satisfying the exit criteria, and including the sign-off at the cutover go/no-go checkpoint.