Go-Live Checklist

Go-live task	Assigned to	Due date(s)	Completion Status
Setup and customization verification			
Review the business requirements document, verify design blueprints, order needed hardware, download needed software application, and set up systems in assigned rooms	IT Team Product Development Team		
Ensure that customizations needed for all requirements to be met have been configured within software	Administrative Staff IT Team		
Training and creating documentation			
Ensure that the IT team is familiar with the software before training working group	IT Analyst/Director		
Train working group that will test the system during the technical dress rehearsal and provide documentation with step-by-step instructions on how to use the system	IT Team		
Technical readiness			
Verify that software is downloaded onto portable monitors linked to each system	IT Team		
Verify that the software is working correctly	IT Team		
Verify network connectivity	IT Team		
Verify user logons are created and that they have connectivity within the software	IT Team		
Verify that each component of the system works (dispensing system, auto lock and unlock capability, ID scanners, banner notifications, and display of screen options for end users)	IT Team Product Development Team		
Verify that the ID scanners needed to enter the PPE rooms are properly placed and working	IT Team		
Final data load			
Confirm that previous inventory counts are accounted for in the new system	Administrative staff IT Analyst IT Team		
Verify that each PPE item is accounted for, all current inventory levels for each item are correct, and ensure there is an option to add more items when needed	Administrative staff IT Analyst IT Team		

Integration configuration verification			
Verify system is configured properly by running a technical dress rehearsal, where a working group is tasked with testing the system for one week in one outpatient site and one hospital floor, to identify issues	Working group composed of clinical staff, a site manager, a floor manager and the IT team		
Transition to support			
Prepare and present support plans to team	IT Director		
Ensure that outpatient site managers, hospital floor managers and the IT Team understand their responsibility and ownership of the system	Administrative staff IT Director		
Deliver project documentation to administration and the IT department	IT Director		
Begin the process of managing PPE system support	IT Team		
Go live			
Begin rollout process for system across all hospital departments and outpatient sites	Administrative staff IT Team		
Manage go-live support and address issues	Administrative staff IT Team		
Project closure			
Discuss solutions to any outstanding issues	Administrative staff IT Team Product Development Team Test Working Group		
Conduct initial system review with IT team	Administrative staff Product Development Team		
Conduct system review with working group	Administrative staff IT Team Product Development Team		
Conduct final system review with Administration and proceed with system	IT Director		