<Project Name>

Go-Live Check List

Version 2

Revision History (latest at top)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description  | Author |
|  |  |  |  |

All parties have reviewed the attached document and agree with its content:

|  |  |  |
| --- | --- | --- |
| Stakeholders | Name and Title  | Date  |
| Project Sponsor  |  |  |
| Project Manager  |  |  |
| Other Groups  |  |  |
| Other Groups  |  |  |
| Other Groups  |  |  |
| Other Groups  |  |  |

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# 1 Go-Live Check List

The table below identifies the key deliverables that should be in place before a new IT ‘system/application’ can go-live. Different projects will have different types of requirements (e.g. there may be difference between infrastructure versus software development projects), however, these deliverables should have already been agreed at the start of the project. This is just a reminder to make sure that they are in place before ‘go-live’.

If some of these deliverables are not in place for ‘go-live’, an informed decision needs to be made whether ‘go-live’ can still go ahead.

## Project Deliverables

| **Deliverable**  | **Comments**  | **Status**  |
| --- | --- | --- |
| Systems Testing/UAT signed off/Security Testing/DR testing/  | Confirms the System/Application is ‘fit for purpose’ from a user viewpoint. This should include any DR testing where appropriate. If there are any ‘accepted’ issues with the system, this should be fully documented.  |  |
| Security and PIA Signed off | A signoff is required from the ILS Security manager before any knew system can go live. A PIA document should have also been completed where appropriate and signed off by the Information Officer.  |  |
| Operations Handover Complete  | * Operations Support Model Signed off (Support Model template) and any supporting operations support processes documented.
* FAQs and Knowledge handed to ILS Helpdesk
* Operations Run Book Complete (Operations Run Book Template).
* Technical Design Documents handed over to support.
* Project Handover/Support Period Agreed
 |  |
| Training Complete | If any User Training or technical training has been identified, this should have been undertaken.  |  |
| Review of Job Descriptions  | Where required Job Descriptions within business areas accepting the new system should be reviewed/updated to ensure responsibilities are captured appropriately. |  |
| Ongoing Benefit Measurement | A Benefit Measurement Plan should be agreed to document ownership and timescales for ongoing benefit measurement. |  |
| Continuous Improvement | A business owner should be nominated to review the project deliverables and identify any further actions required to ensure continuous improvement. E.g. extending the use of the system to other areas. |  |
| Staff Training Plan | A Staff Training Plan should be agreed to document ongoing training requirements. |  |
| Business Change | Any business process or staffing changes have been agreed and implemented (are ready to be implemented) |  |