



PROJECT **PERFECT**
Pty Ltd

Readiness Assessment – Go Live

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Table of Contents

Purpose.....	3
Criteria.....	3
Testing.....	3
Infrastructure.....	3
Training & Support.....	3
Business Processes.....	3
Stakeholders & Communication.....	3
Rollout.....	4
Data Quality.....	4
Applications Management.....	4
Contingency Planning.....	4
Benefits.....	4

Document History

Version	Author	Date	Changes
0.1	Neville Turbit	1 Feb 09	First draft

Purpose

This document describes what should be in place before go live. All the criteria below should be met. If any items are still outstanding, the project should not begin.

Criteria

The following should all be complete

Testing

- User Acceptance Tests results signed off.
- There is no outstanding testing
- The full test plan was completed
- All the open defects have been closed
- Performance testing has been completed successfully
- Interfaces to other systems have been tested successfully
- Data conversion was tested and accepted by users

Infrastructure

- Servers configured and deployed
- Network is complete and tested
- Desktop PCs configured and tested
- Security profiles implemented
- Printers installed and tested
- Remote access tested (if required)
- Power sources set up and tested (power points, UPS)
- Backup and restore policy created and tested

Training & Support

- All users have received training
- Success of the training has been validated
- Documentation in place to support users
- Training available for new employees
- People on the ground to support users on day one
- Help desk ready to support the new system
- BAs, developers, testers available to rectify faults

Business Processes

- Business processes have been reviewed
- New business processes in place
- Supporting materials available (e.g. new forms, process flows)

Stakeholders & Communication

- Stakeholders made aware of the implementation (Vendors, Customers)
- Mechanism for advising users of any changes during the go live period
- Support staff available – particularly external suppliers
- No critical staff on leave immediately after go live
- Process for managing issues after go live

- Process to advise users of progress on issues they raise

Rollout

- There are acceptance criteria, and criteria can be measured
- Someone has authority to decide to go live or abort
- An IT Deployment Plan been signed off
- An IT Deployment Scheduled has been communicated to all stakeholders
- We have licenses for all software
- Resources are in place to deploy the solution
- There is a handover plan
- There is a plan to close down the old system
- An SLA is in place
- All risks have been assessed and mitigation put in place
- All the open issues have been closed
- The business have completed outstanding work on the old system

Data Quality

- Data is of an agreed quality (may require separate list of criteria)
- Data testing is complete
- Any conversion data tasks have been completed
- Data has been validated at conversion

Applications Management

- All the document deliverables (e.g. Operations documents, User documents) been put under suitable Configuration Management
- The project team have made necessary arrangements to ensure that the document being released is the latest version
- All the source code elements are under Configuration Management
- The project team have made necessary arrangements to make sure that the version of source code element being released is the latest version
- The traceability to changed requirements has been established in all work products such as design, code, unit tests, system tests, acceptance tests, etc
- There is a list of items to be released
- The list mentions file location and version number to be released

Contingency Planning

- There is a rollback plan in place
- There are checkpoints for implementation of the plan
- There is a disaster recovery plan
- There is a business continuity plan
- There is agreement as to when a DR plan or BCP would be implemented

Benefits

- The measurable benefits have been identified
- We can measure benefits
- We have benchmark measures for benefit realisation
- Someone is responsible for measuring benefits