Readiness Assessment – Go Live
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

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>Neville Turbit</td>
<td>1 Feb 09</td>
<td>First draft</td>
</tr>
</tbody>
</table>
**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