



Project Name & Number:	
Description:	
Project Manager:	
Project Sponsor:	
Date:	

## Go-Live Checklist

*~~This form is intended as a guide and does not have to be submitted for approval~~*

<b>Activities for completion before going live with the delivered system, service or product:</b>	
Has user acceptance testing been completed?	<input type="checkbox"/>
Have all issues related to going live been resolved?	<input type="checkbox"/>
Has the Sponsor given acceptance to proceed with moving the delivered system, service or product into production?	<input type="checkbox"/>
Has training been provided to end users, and applicable documentation distributed?	<input type="checkbox"/>
Has the go-live date been communicated to all project stakeholders?	<input type="checkbox"/>
Have CCS support groups been advised and provided with documentation regarding their roles in ongoing system support?	<input type="checkbox"/>
Has the Service Desk been notified and provided with appropriate support documentation and contact information? Have they accepted the documentation?	<input type="checkbox"/>
Have the Windows and/or UNIX support groups been notified and have they acknowledged the notice?	<input type="checkbox"/>
Has the Vendor been notified that their support processes need to be engaged?	<input type="checkbox"/>
If applicable, has the Change Advisory Board (CAB) been notified 2 weeks prior to the go-live date? (Submit a Request for Change (RFC) to your Manager to take to CAB)	<input type="checkbox"/>
Has the "service" been added to the Service Catalogue?	<input type="checkbox"/>

<b>Other activities specific to your project:</b>	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>