|  |
| --- |
|  |
| Go Live Readiness Risk Assessment |
| [Insert Project Name] |

|  |
| --- |
| [Type the author name]  Last Updated: October 16, 2012 |

# Purpose

*Add any other relevant information towards the purpose of this assessment for this project. Ideally, this assessment should be conducted by a 3rd party who has not been involved in the project (such as another Project Manager) but this may not always be possible.*

*The Project Manager must ensure that they receive honest accounts of the situation, ask detailed/searching questions of people and issues are not hidden or brushed aside while doing this assessment.*

The purpose of this Go Live Readiness Risk Assessment is to ensure that the implementation has been planned out and communicated to stakeholders, and that sufficient due diligence is undertaken before the project proceeds.

The Go/No Go checklist in this assessment helps to identify serious gaps and deficiencies to be addressed before go-live. It may also provide support for further funds or resources if a particular area needs addressing. The checklist should support the decision making process, while the decision makers also consider the bigger picture and include other factors such as external pressures, urgency to proceed, willingness to accept risk, consequences of delays, etc.

# Go/No Go Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Comments** | **Readiness Status/Score** | **Potential Impact/Changes** |
| Project Management |  |  |  |
| Adherence to Waterloo’s Standards and Policies |  |  |  |
| Environmental Readiness |  |  |  |
| Data and information available to measure success |  |  |  |
| IT Infrastructure |  |  |  |
| Procedures, Processes and Workflows |  |  |  |
| Scope Completion |  |  |  |
| Training Needs Assessment & corresponding materials |  |  |  |
| Communications/ Implementation Plan & corresponding materials |  |  |  |
| Requirements |  |  |  |
| Fit/Gap Analysis |  |  |  |
| Specifications documented |  |  |  |
| Development documented and signed off |  |  |  |
| Unit Testing complete, documented and signed off |  |  |  |
| Acceptance/ Integration Testing complete, documented and signed off |  |  |  |
| Configuration and Set Up |  |  |  |
| Security |  |  |  |
| Conversion |  |  |  |
| Reporting |  |  |  |
| Support mechanism in place after go live |  |  |  |
| Cutover and Contingency Plan |  |  |  |
| Ongoing maintenance plan |  |  |  |
| Change Management (end user readiness) |  |  |  |
| Management support for the change in place |  |  |  |
| Adequate resources available for the go live |  |  |  |

*Add other items to the above chart, where relevant to the project. Some of the items in the check list may not pertain to the current project – in this situation, indicate they are not applicable but do not remove them from the chart.*

# Go/ No Go Decision

*Document the decision on whether to proceed or not proceed with the implementation. If the decision is not to proceed, include details of the course of action the project is to follow with regards to the project (eg. The go live will be delayed until some further date, or a list of actions to be followed to prepare for go live and another review will be done, etc).*

[Insert Go / No Go Decision here]

# Approval

Go Live Readiness Assessment Reviewed By: [insert who has reviewed this document]

Go Live Readiness Assessment Decision Approved By: [insert who has approved the go/no go decision]