# *Instructions:* [0300-0330-010-C PROJECT GO-LIVE READINESS ASSESSMENT](https://it.nc.gov/document/project-go-live-readiness-assessment)

# 1.0 Project Information

| **Agency:** |       |
| --- | --- |
| **Project Name:**  |       |
| **Project Manager:** |       |

# 2.0 Project Go-Live Readiness Assessment

| **Area to Review** | **Completed** | **Person / Area Responsible** | **Comments** |
| --- | --- | --- | --- |
| **2.1 SOFTWARE** |  |
| * Successful test/pilot completed
 | [ ]  Yes [ ]  No |       |       |
| * Product approved for production release
 | [ ]  Yes [ ]  No |       |       |
| * All acceptance criteria met
 | [ ]  Yes [ ]  No |       |       |
| * Known defects logged with mitigation plans
 | [ ]  Yes [ ]  No |       |       |
| **2.2 HOSTING** |  |
| * Architecture approved by Systems Architect
 | [ ]  Yes [ ]  No |       |       |
| * Hardware build for production environment complete
 | [ ]  Yes [ ]  No |       |       |
| * Infrastructure and network build for production environment complete
 | [ ]  Yes [ ]  No |       |       |
| * Platform build for production environment complete
 | [ ]  Yes [ ]  No |       |       |
| * Security requirements for production completed (NCID, PII, PCI, HIPAA, FERPA, etc.)
 | [ ]  Yes [ ]  No |       |       |
| * Service Level Agreement(s) in place
 | [ ]  Yes [ ]  No |       |       |
| **2.3 TRAINING & DOCUMENTATION** |  |
| * Users trained on the new system/software
 | [ ]  Yes [ ]  No |       |       |
| * Product documentation developed
 | [ ]  Yes [ ]  No |       |       |
| * Help Desk Support documentation and training complete
 | [ ]  Yes [ ]  No |       |       |
| **2.4 COMMUNICATION** |  |
| * Operations team and Service Desk understand their role in the Communication Plan
 | [ ]  Yes [ ]  No |       |       |
| * Communication completed for the public (citizens and businesses)
 | [ ]  Yes [ ]  No |       |       |
| * Agency Public Information Officer briefed and prepared
 | [ ]  Yes [ ]  No |       |       |
| **2.5 DEPLOYMENT** |  |
| * Adequate resources in place for Go-Live
 | [ ]  Yes [ ]  No |       |       |
| * A war room is established for status updates and problem resolution
 | [ ]  Yes [ ]  No |       |       |
| * Deployment & Rollout Plan developed and communicated
 | [ ]  Yes [ ]  No |       |       |
| * Contingency/Back-out Plan in place
 | [ ]  Yes [ ]  No |       |       |
| * Disaster Recovery or Business Continuity Plan developed
 | [ ]  Yes [ ]  No |       |       |
| * Operation & Maintenance Transition Plan & Guide developed and communicated
 | [ ]  Yes [ ]  No |       |       |
| **2.6 DATA** |  |
| * Data Conversion/Migration Plan in place and tested
 | [ ]  Yes [ ]  No |       |       |
| **2.7 OTHER** |  |
| * Success measures developed
 | [ ]  Yes [ ]  No |       |       |

**3.0 Project Go-Live Readiness Assessment Review and Approval**

| **Title** | **Name** | **Signature** | **Recommendation** | **Comments** | **Date****(MM/DD/YYYY)** |
| --- | --- | --- | --- | --- | --- |
| Agency CIO |       |       | Initiator - NA |       |       |
| Agency PMO |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| Agency Security Officer |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| Additional (list) |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| **Title** | **Name** | **Signature** | **Approval** | **Comments** | **Date****(MM/DD/YYYY)** |
| Business Owner |       |       | [ ]  Yes [ ]  No |       |       |

*The signatures above indicate the Business Owner and stakeholders have reviewed the project and agree with the “Go-Live” decision. Non-Concur requires comment. A physical or electronic signature is acceptable. If using email, a copy of the electronic approval must be retained with this document as an artifact.*