# *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.*