Go-Live Checklist for Project, Program & Change

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Phase	#	Checklist	Add't Details	Status
Phase 1: Planning & Preparation	1	Define Go-Live Scope &	Clarify success criteria, kpis, and	
Phase 1: Planning & Preparation	2	Develop Comprehensive Go-Live Plan	Including cutover strategy, dependencies, risk/contingency plans,	
Phase 1: Planning & Preparation	3	Establish Clear Timelines &	Align with program roadmap and freeze	
Phase 1: Planning & Preparation	4	Identify And Engage Stakeholders	Business owners, it, change management, vendors, and support	
Phase 1: Planning & Preparation	5	Allocate Resources & Roles	Confirm ownership of tasks, escalation paths, and on-call coverage	
Phase 1: Planning & Preparation	6	Conduct Risk Assessment & Mitigation Planning	Define rollback/contingency scenarios	
Phase 1: Planning & Preparation	7	Secure & Adapt Go-Live Templates	For plans, checklists, readiness assessments, comms, and support	
Phase 1: Planning & Preparation	8	Complete Go-Live Readiness Assessment	Ensure alignment across business, technical, and change domains	
Phase 1: Planning & Preparation	9	Requirements Verified	Confirm business, functional, and technical requirements are complete	
Phase 1: Planning & Preparation	10	Testing Completed	System integration testing, uat, regression, security, and performance	
Phase 1: Planning & Preparation	11	Data Migration Planning	Validate migration approach, test migration, confirm reconciliation	
Phase 1: Planning & Preparation	12	Documentation Ready	SOPs, training materials, user guides, and release notes finalized	
Phase 1: Planning & Preparation	13	Access & Security Confirmed	Verify roles, permissions, and compliance with security standards	
Phase 1: Planning & Preparation	14	Training Delivered	Ensure end users, support teams, and business leads are trained and confident	
Phase 1: Planning & Preparation	15	Disaster Recovery & Rollback	Validated and tested	
Phase 1: Planning & Preparation	16	Communications Plan Developed	Pre-launch notices, faqs, go-live announcements, escalation contacts	
Phase 2: Go-Live Readiness & Final Te	17	Complete All Development & Configuration	Code freeze and configuration freeze in place	
Phase 2: Go-Live Readiness & Final Te	18	Finalize And Execute System Testing	Performance, load, security, and failover testing	
Phase 2: Go-Live Readiness & Final Te	19	Final User Acceptance Testing (UAT)	Confirm sign-off from business owners	
Phase 2: Go-Live Readiness & Final Te	20	Data Migration	Dry runs & validation	
Phase 2: Go-Live Readiness & Final Te	21	Finalize User & Internal Team Training	Ensure training completion and materials distribution	
Phase 2: Go-Live Readiness & Final Te	22	Confirm Infrastructure & Scalability	Servers, cloud, networks, and storage validated	
Phase 2: Go-Live Readiness & Final Te	23	Develop & Approve Cutover Plan	Step-by-step execution with owners, timings, and rollback triggers	
Phase 2: Go-Live Readiness & Final Te	24	Pre-Go-Live Backup	Take final snapshots of systems and	
Phase 2: Go-Live Readiness & Final Te	25	Hypercare Support Team	Helpdesk, smes, and escalation	
Phase 2: Go-Live Readiness & Final Te	26	Final Go-Live Readiness Review	Checklist signed off by program, project, and change managers	
Phase 3: Execution (Go-Live Event)	27	Final Go-Live Meeting	Confirm readiness, issue log clear, and go/no-go decision	
Phase 3: Execution (Go-Live Event)	28	Execute Cutover Plan	Follow checklist, document steps, track	
Phase 3: Execution (Go-Live Event)	29	Perform Final System Health Checks	Validate integrations, data flows, and reporting	
Phase 3: Execution (Go-Live Event)	30	Validate Access & Permissions	Confirm all users can log in and perform	

Phase 3: Execution (Go-Live Event)	31	Send Go-Live Communications	Emails, portals, or announcements confirming system availability	
Phase 3: Execution (Go-Live Event)	32	Monitor System Performance In Real Time	Dashboards, logs, and performance tools	
Phase 3: Execution (Go-Live Event)	33	Provide Immediate Support	Triage desk and hypercare teams active	
Phase 3: Execution (Go-Live Event)	34	Log Issues In Real Time	Maintain central issue tracker for	
Phase 4: Post-Launch & Support	35	Activate Go-Live Support Plan	Hypercare period with extended monitoring and dedicated staffing	
Phase 4: Post-Launch & Support	36	Track And Resolve Issues	Triage defects, prioritize fixes, escalate	
Phase 4: Post-Launch & Support	37	Continuous System	Uptime, latency, performance, and error	
Phase 4: Post-Launch & Support	38	Gather User Feedback	Surveys, workshops, or town halls	
Phase 4: Post-Launch & Support	39	Knowledge Transfer & Documentation	Update sops, support docs, and internal knowledge base	
Phase 4: Post-Launch & Support	40	Review Lessons Learned	Conduct retrospective, document successes, gaps, and recommendations	
Phase 4: Post-Launch & Support	41	Plan For Ongoing	Schedule backlog grooming, continuous	
Phase 4: Post-Launch & Support	42	Formal Closure	Hold post-go-live review, capture lessons learned, and formally close the	