



B1 Usability Package

Go-Live Checklist

January 2013

Final Preparation Phase

Objective:

The objective of this checklist is to document that the final preparation for Go-Live has been completed. As a result, all checks have to be completed, i.e. answered with 'Yes'

System Readiness

Verify that all actions to get the system properly configured have been conducted and tested in the productive environment.

Project Management

Is the system ready for Go-Live in a production environment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, explain and provide adequate documentation.	

System Readiness (Production)

Are there any problems with the performance of the Production system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please explain:	
Has the production system been backed up?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	

Add-on Management

Is the add-on installed and operative?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all users required to run the add-on been set to run it and assigned a license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the required modules been activated and allowed to create	Yes <input type="checkbox"/> No <input type="checkbox"/>

their metadata?	
Are all configurations created and tested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the appropriate additional authorizations been assigned to a super user for administration of the system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	

Company Readiness

To confirm that the end users and the system support personnel are ready for the Go-Live.

End User Readiness

Can all users assigned the add-on log into the system and run it in their normal work-environment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are users aware of any workflows changed by the Add-on	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have support procedures been defined and communicated to the customer and consultants handling this support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



By signing below, the parties agree that the information in this document is correct and that the system is ready to go live in production.

<Customer>

<SAP Partner>

Signature: _____

Signature: _____

Name: _____

Name: _____

Company: _____

Company: _____

Position: _____

Position: _____