

Go-live readiness record

LAUNCH DETAILS AND ACCEPTANCE

Add the technical, security and regulatory checks your organization requires.

[To send this to ALA from your browser, use the online version.](#)

You can also fill in this PDF, save a copy and email it to ALA.

Project

Planned launch

Review date

Decision maker

Business acceptance

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

ADDITIONAL PROJECT CHECKS

Technical, security or regulatory checks to include

Go-live readiness record

DATA, ACCESS AND TRAINING

For each area, record the acceptance criteria, evidence, owner, status, open action and due date.

Data validation

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

User access

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

Training

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

Go-live readiness record

SUPPORT, CUTOVER AND FALLBACK

Record the working arrangements and the people responsible for launch decisions.

Support coverage and escalation

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

Cutover sequence and owners

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

Stop / fallback criteria and decision owner

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

Go-live readiness record

COMMUNICATIONS AND EXCEPTIONS

Make open issues visible before the launch decision is recorded.

Communications

Acceptance criteria

Evidence

Owner

Status

Due date

Open action

OPEN EXCEPTIONS

Record who authorized acceptance of each exception; attach detail if needed.

Issue	Impact	Owner	Action date	Authorized acceptance

Go-live readiness record

LAUNCH DECISION AND HANDOVER

Complete this record after the responsible decision maker has reviewed the evidence.

LAUNCH DECISION

Decision

Decision maker

Date

Evidence reviewed

Conditions and next review

HANDOVER

Operational owner

Documents to transfer

Open items and owners

Conditions for ending early support