WORKSHEET

Go-live checklist

What it is for: Are you ready?
From chapter 5: Pilot and first go-live

	CRITERION	WHO CONFIRMS
☐	The approval path has been run through completely at least once.	
☐	Every starting topic answers the most frequent questions.	
☐	Visibility has been checked with test accounts.	
☐	Feedback from the pilot has been incorporated or deliberately postponed.	
☐	Accounts and groups are prepared.	
☐	It is clear who answers questions, and this is stated in the announcement.	
☐	The team leads are informed and announce it in their teams.	
☐	The framework checklist from Chapter 2 is done.	