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**Go-Live Checklist Training Example on Next Page**

## Go-Live Checklist

RELEASE INFORMATION	
Purpose of release	
Versions for package items	
Data / Time for Go-Live (if staged, reference release schedule)	
Expected downtime for upgrade	
Person responsible for Go-Live initiation	
Integrity check – how to ensure proper version is running	

CHECKLIST	DOCUMENTATION
<input type="checkbox"/> All configuration management requirements have been met. E.g. release from trunk or branch depending on strategy, all files on trunk (or branch) committed.	[Reference configuration management plan]
<input type="checkbox"/> All build warnings reviewed and found acceptable.	
<input type="checkbox"/> All testing completed and Test Summary written, reviewed, and approved.	[Reference Test Summary doc]
<input type="checkbox"/> All open bugs in issue tracking system reviewed for safety risk and reviewed and approved. Known bug list added to customer documentation.	[Known bugs list updated and added to release note]
<input type="checkbox"/> Any necessary regulatory clearances or agency approvals have been received.	[Reference plan or other document indicating required clearances and/or approvals]
<input type="checkbox"/> All updates to user documentation completed including software changes, workflow change notices, and training material.	[Reference user documentation, if required]
<input type="checkbox"/> Customer notification letters have been sent. E.g. when update will occur, workflow impact, who to notify with issues, etc.	
<input type="checkbox"/> System upgrade test reviewed and completed.	[Reference upgrade test doc]

## Approval

Print Name	Signature	Role	Date