



CHECKLIST

IMPLEMENTATION PLANNING

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

The purpose of this document is to provide a listing the items to be noted, checked, remembered, and delivered when completing the accompanying Implementation Planning template and/or associated practices guide.

Activities Checklist

	Are the implementation plan objectives clearly defined?
	Have implementation assumptions been documented?
	Have implementation constraints been documented?
	Will the implementation impact staff roles and responsibilities and/or job functions?
	Are there plans in place for training employees on the new system?
	Have changes to the business processes (policies and procedures) been considered?
	Have the changes to the technical environment been considered?
	Has the data conversion approach been documented?
	Has the communication approach been documented?
	Have the activities to implement changes to team roles and responsibilities been executed?
	Have the training activities been implemented?
	Have the business process activities been completed?
	Have the steps for implementing the technology requirements been completed?
	Have the data conversion activities been completed?
	Have all of the training activities been completed?
	Has new/updated technical documentation been provided to the support team?