



CHECKLIST

IMPLEMENTATION PLAN

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

Document Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Implementation Plan** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Have all the activities and tasks required by the Implementation Plan have been included in the project schedule tracking tool, and have estimates for these tasks have been reviewed for accuracy?
	Has the Acceptance Test Plan has been reviewed for conformance to the baselined deliverables (e.g., Functional Specification)?
	Has Acceptance Testing been supported as required by the Acceptance Test Plan and the Project Plan?
	Has it been demonstrated to the Acceptor's satisfaction that the Customer's key quality requirements have been met?
	Have all applicable licensing agreements been signed?
	Has data been converted or loaded?
	Have the users been trained?
	Have policies and procedures related to the system been created or updated, and distributed?
	Are contingency procedures in place?
	Have backup copies of the developed software been stored in a secure location?
	Have access provisions for the delivery team personnel to the customer's site and equipment been made?
	Have maintenance and release procedures been defined, if necessary?
	Have warranty periods and support levels been clearly defined?
	Has a Site Implementation Plan, consistent with the description in the Implementation section of the Quality Manual, been prepared for each location and filed in the project files?
	Has a report been produced from the software item directory listing all items to be installed in each location?
	Has this report been signed off by the Acceptor indicating for each location the date when all the correct configuration items were installed?
	Have sufficient personnel knowledgeable in the system been assigned for warranty support to ensure that the defined support levels are met?
	Have the Personal Acceptance Documents for the system and for each installed location been signed by the Acceptor, and filed in Accounting and in the Project Documentation?
Acceptance Testing	
	Has the acceptance test environment been established as defined in Acceptance Test Plan?
	Has the acceptance test environment been equipped with utilities for backup and recovery of multiple versions of the database?
	Has the acceptance test environment been kept up-to-date with the most current version of each release of the software and the database?
	Have the test cases documented in the Acceptance Test Plan been executed?
	Has documentation of test results been maintained as stipulated in the test plan?

Checklist	
	Have Fault Reports been generated and classified for detected errors?
	Has an Acceptance Test Execution Log been maintained?
	Have corrected modules been re-unit tested, re-integration tested, re-system tested before being promoted to the Acceptance Test environment?
	Has an automated software item directory been set to "Acceptance Tested" for each module which that passed Acceptance Testing?