27-point Go-live Checklist

The checks to validate before every business tool goes live, especially across multiple sites.

Tick each item. An unticked item = a risk to address or to accept explicitly before go-live day.

1. Governance

☐ 1.	An executive sponsor named, who decides when things are blocked
☐ 2.	A business owner named for each site
☐ 3.	The go-live scope written down and approved
☐ 4.	Go / no-go criteria defined and shared
☐ 5.	The wave-based schedule communicated to all sites
☐ 6.	A go / no-go decision meeting scheduled before go-live day

2. Data

☐ 7.	Data to migrate identified, with its owner
☐ 8.	A data migration tested on a real sample
☐ 9.	Quality checks validated (duplicates, mandatory fields)
☐ 10.	Data access rights checked for each profile
☐ 11.	A full backup taken and restorable before cut-over

3. Users

☐ 12.	Pilot users appointed on at least one site
☐ 13.	The 3 test scenarios validated by 3 real users
☐ 14.	Training scheduled before go-live day, by role
☐ 15.	Materials (guides, short videos) available and up to date
☐ 16.	The launch FAQ reviewed by the support team
☐ 17.	An announcement sent to teams, with the date and impact

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4. Technical

☐ 18.	Production environment ready and identical to testing
☐ 19.	Accounts and access created and tested for each site
☐ 20.	Interfaces with other tools tested end to end
☐ 21.	The rollback plan written and tested
☐ 22.	Monitoring (alerts, logs) active from go-live

5. Support

☐ 23.	The escalation channel known by everyone on go-live day
☐ 24.	L1 / L2 / L3 support team and extended hours defined
☐ 25.	Known issues and their workarounds documented
☐ 26.	A daily check-in planned for the first week
☐ 27.	Adoption indicators tracked at D+7 and D+30