

Summary

Number	Task Name	Days til Cutover	Considerations	Detail Sheet
1	Prepare and document Production environment	21	Complete configuration of the hardware and software for the production system. Should include performance tuning. User DBAs should be trained as necessary for database tuning and maintenance.	1. Production Env
2	Document and deliver application setups	14	Application setup documents must include changes which were made as a result of testing, to document the transitioned setup.	2. Application Setups
3	Install Conversion programs	7	Will begin early so there is no delay in beginning data conversion.	3. Install Conversion Pgms
4	Prepare users Help Desk for support tasks	7	Help desk must be ready to support users on day one.	4. Help Desk Prep
5	Prepare Training Environment	14	This environment must be similar to the production environment and refreshable for multiple classes.	5. Prep Training Env
6	Conduct user training	14	Should be within two weeks of cutover, for optimal user retention.	6. User Training
7	Perform Acceptance Test	5	Acceptance criteria clearly defined, testers pre-trained in user applications	7. Acceptance Test
8	Convert data and verify	5	Must allow enough time for the largest sets of legacy data and verification	8. Convert Data
9	Verify Production readiness	2	Should be scheduled over a weekend.	9. Verify Prod Readiness
10	Begin Production	0	Must have cutover contingency plan in place and extra vendor support available.	10. Begin Production
11	Final Delivery of Documentation, Attain sign-offs	0	Transition maintenance may continue until successful month-end close.	

Verify and Document Production Environment

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Install the production servers.					
2	Install the operating system and networking software on the servers.					
3	Connect the servers to the network.					
4	Create user accounts on the servers.					
5	Configure the file system on the servers.					
6	Install the user machines and connect them to the network.					
7	Install the Oracle database on the database servers.					
8	Install the applications servers.					
9	Configure the standard applications database objects.					
10	Create the custom database objects.					
11	Install the custom modules.					
12	Start up the database and verify its operation.					
13	Install the system management tools.					
14	Install printers and other peripheral devices.					

Document Final Application Setups

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Set up the application users in the new system.					
2	Set up and compile the key flexfields.					
3	Enter the application setups.					
4	Load the initial setup data.					
5	Load the setup data for application extensions.					
6	Implement the security configuration.					
7	Register the application objects.					
8	Set up and compile the descriptive flexfields.					
9	Enter or load custom seed data.					
10	Verify the online operation of the applications.					
11	Verify batch operation of the operations.					
12	Back up the production system.					

3. Install Conversion Pgms

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Install conversion programs and automated conversion tool software (if used).					
2	List the location of each conversion program in the production environment.					
3	List the location of any conversion tools in the production environment.					

User Help Desk Preparation Steps

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Set up a library.					
2	Introduce the help desk to the organization.					
3	Install communication equipment.					
4	Set up and distribute reference materials.					
5	Implement the online help text.					
6	Implement the online issue tracking system.					
7	Establish a change request and bug reporting procedure.					
8	Establish online support.					
9	Review procedures for getting help.					
10	Distribute all support materials throughout the organization.					

Prepare Training Environment

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Review and update checklists.					
2	Install user learning environment.					
3	Set up applications.					
4	Set up support infrastructure.					
5	Convert or add necessary sample data.					

Final User Training Checklists

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Create human performance support communications.					
2	Create user learning communications.					
3	Conduct human performance support orientation and learning events.					
4	Hold user learning events.					
5	Monitor human performance support deployment progress.					
6	Monitor skills-change progress.					

Acceptance Test Checklist

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Review responsibilities for the acceptance test with the team.					
2	Back up the production environment for later availability					
3	Validate the acceptance test environment.					
4	Execute the acceptance test script.					
5	Document the test results.					
6	Summarize the test results.					
7	Determine required actions for problem resolution.					
8	Make recommendations for application changes or corrections based on acceptance testing.					
9	Secure acceptance of acceptance test results					

Production Data Conversions

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Verify that legacy data pre-conversion cleanup has been completed.					
2	Describe the data conversion and verification sequence of events.					
3	Record the sequence in which the download programs should be run and additional important information about the programs.					
4	Record the sequence in which the interface table creation programs should be run and additional important information about the programs.					
5	Record the sequence in which the upload programs should be run and additional important information about the programs.					
6	Record the sequence in which the translation programs should be run and additional important information about the programs.					
7	Record the sequence in which the interface/validation programs should be run and additional important information about the programs.					
8	Run the conversion programs to convert the legacy system data.					
9	Verify the converted data.					
10	Secure acceptance that the Converted and Verified Data (CV.130) meets Century Date compliance standards.					

Verify Production Readiness

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Review the production readiness verification checklist.					
2	Conduct production readiness verification.					
3	Confirm the production cutover.					
4	Prepare the support team.					
5	Obtain agreement for the initial production schedule.					
6	Verify that users are trained.					
7	Verify commitment and readiness of internal and external support personnel.					
8	Verify the completion of the production environment.					
9	Confirm senior management commitment via the steering committee.					
10	Distribute the initial production schedule.					
11	Obtain approval for beginning production.					

10. Begin Production

Task ID	Task Description	Responsible	Completion Notification to:	Start Date	Completion Date	Issues
1	Initiate using the production system.					
2	Initiate incident/technical issue management procedures.					
3	Initiate open issues and create a resolution list.					
4	Initiate support.					
5	Confirm that all components of the production system are operational.					
6	Declare the new system live.					

Example Test Script

Objective of Test:	
Prerequisites:	
Data Requirements:	
Tester Name:	
Testing Date:	
Pass / Fail	

Step #	Process Step Description	Path and Action	Input Data	Expected Result	Actual Results	P= Pass F=Fail	Comments