

Operational Readiness

Readiness Review Checklist & Go/No-Go

Confirm the readiness criteria are met before a system or service goes into production, log any open items, and record a clear go/no-go decision.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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System / service		Date	
Reviewer		Go-live date	

Readiness criteria	Ready	Not ready	N/A	Notes
Performance testing passed against benchmarks				
Security verifications and protocols in place				
User training completed				
Support systems in place				
Uptime targets defined and achievable				
Documentation complete				
Pilot-run feedback reviewed and actioned				
Rollback / contingency plan ready				

Open items

Items to close before go-live

#	Open item	Owner	Due	Status
1				
2				
3				
4				
5				
6				
7				
8				

Acceptance decision

Rule: all readiness criteria must be met before the system is deployed into production.

Decision: ☐ Go ☐ Go with conditions ☐ No-go

Reviewer

Operations owner

Name / Signature / Date

Name / Signature / Date