



ERP Batch Job Monitoring Checklist

Job Scheduling and Configuration

Verifies the accuracy and appropriateness of job scheduling parameters.

Maximum Concurrent Job Runs

Scheduled Start Date

Scheduled Start Time

Job Priority (High/Medium/Low)

- ☐ High
- ☐ Medium
- ☐ Low

Retry Attempts on Failure

Next Scheduled Run Date

Run As User

Resource Allocation and Utilization

Assesses resource usage and identifies potential bottlenecks.

Total CPU Allocation (Cores)

Memory Allocation (GB)

Disk Space Used (GB)

Average Job Execution Time (Minutes)

Peak Job Concurrency

Resource Contention Level

- ☐ Low
- ☐ Moderate
- ☐ High

Scheduled Peak Usage Time

Enter time...

Error Handling and Recovery

Evaluates mechanisms for detecting, logging, and recovering from job errors.

Describe the error handling procedure for failed jobs.

Write something...

Maximum allowable retry attempts for failed jobs.

Enter a number...

Method for notifying responsible parties of job failures.

- ☐ Email
- ☐ SMS
- ☐ System Alert
- ☐ None

Last time error handling procedure was reviewed.

Enter date...

Describe escalation path for jobs failing after multiple retries.

Write something...

Job Dependency Management

Confirms proper sequencing and dependency resolution of batch jobs.

Describe job dependencies – which jobs must complete before this one can start.

Write something...

Order/Priority of Job (relative to dependencies)

Enter a number...

Dependent Jobs (Select all that apply)

☐ Job A

☐ Job B

☐ Job C

☐ Job D

Date of Last Dependency Review

Enter date...

Dependency Type (e.g., Sequential, Parallel)

- ☐ Sequential
- ☐ Parallel
- ☐ Conditional

Notes/Comments on Dependency Logic

Write something...

Security and Access Control

Ensures only authorized users can manage and execute batch jobs.

Batch Job Execution Permissions

- ☐ Read-Only
- ☐ Execute
- ☐ Manage

Authorized User Groups

- ☐ Finance
- ☐ Operations
- ☐ IT
- ☐ Management

Authentication Method

- ☐ Username/Password
- ☐ Multi-Factor Authentication
- ☐ Certificate-Based

Maximum Concurrent Job Executions per User

Enter a number...

Description of Security Access Procedures

Write something...

Logging and Audit Trails

Validates comprehensive logging of job execution details for audit purposes.

Is detailed job execution logging enabled?

☐ [object Object]

Description of audit trail logging format

Write something...

Number of days audit logs are retained

Enter a number...

Last audit log review date

Log storage location

- ☐ Centralized Log Server
- ☐ Local File System
- ☐ Cloud Storage

Are user actions within the batch job process being logged?

☐ [object Object]

Performance Monitoring & Optimization

Tracks job execution times and identifies opportunities for optimization.

Average Job Completion Time (minutes)

Peak CPU Utilization (%) during Job Execution

Average Memory Consumption (GB) during Job Execution

Number of Failed Jobs in Last Period

Enter a number...

Date of Last Performance Review

Enter date...

Typical Job Start Time

Enter time...

Notes on Recent Performance Trends

Write something...

Job Notification & Alerts

Confirms timely notifications regarding job status, errors, and completion.

Notification Channel(s)

- ☐ Email
- ☐ SMS
- ☐ System Log
- ☐ Third-Party Integration

Alert Severity Threshold

- ☐ Info
- ☐ Warning
- ☐ Error
- ☐ Critical

Maximum Recipients (Email/SMS)

Enter a number...

Last Notification Test Date

Enter date...

Scheduled Notification Test Time

Enter time...

Custom Notification Message Template

Write something...

Escalation Policy

- ☐ None
- ☐ Level 1
- ☐ Level 2
- ☐ Level 3

Data Integrity Checks

Verifies data accuracy and completeness after batch job execution.

Record Count Verification (Pre-Job)

Enter a number...

Record Count Verification (Post-Job)

Enter a number...

Difference in Record Count

Enter a number...

Data Type Verification (e.g., Date, Number, Text)

- ☐ Success
- ☐ Failure
- ☐ Not Applicable

Format Validation (e.g., Date Format, Number of Decimal Places)

- ☐ Success
- ☐ Failure
- ☐ Not Applicable

Detailed Description of Data Integrity Issues (if any)

Write something...

Disaster Recovery & Failover

Tests the ability to recover and resume batch job processing after an outage.

Recovery Time Objective (RTO) in hours

Recovery Point Objective (RPO) in hours

Failover System Type

- ☐ Cold Standby
- ☐ Warm Standby
- ☐ Hot Standby

Last DR Test Date

Summary of Last DR Test Results & Actions Taken

DR Test Documentation (e.g., test plan, results report)

 Upload File

Data Replication Method

☐ Synchronous

☐ Asynchronous