



ERP System Performance Checklist

Server & Infrastructure

Checks related to server health, storage capacity, and network performance.

CPU Utilization (%)

Memory Utilization (%)

Disk Space Available (GB)

Network Latency (ms)

Operating System Version

- ☐ Windows Server 2019
- ☐ Windows Server 2022
- ☐ Linux (Specify Version)

Last Server Reboot Date

Enter date...

Any Recent Infrastructure Changes?

Write something...

Database Performance

Evaluates database query times, indexing, and overall database efficiency.

Average Query Execution Time (Seconds)

Enter a number...

Database CPU Utilization (%)

Enter a number...

Database Memory Usage (GB)

Enter a number...

Slowest 5 Queries - Details (Query Text & Execution Plan)

Write something...

Database Indexing Strategy - Reviewed?

- ☐ Yes
- ☐ No
- ☐ N/A

Last Database Maintenance Date

Enter date...

Number of Database Connections

Enter a number...

User Interface Responsiveness

Assesses loading times and responsiveness of key ERP modules and screens.

Page Load Time (Home Screen)

Enter a number...

Transaction Processing Time (e.g., Order Creation)

Enter a number...

Report Generation Time (Standard Report)

Enter a number...

Browser Used for Testing

- ☐ Chrome
- ☐ Firefox
- ☐ Edge
- ☐ Safari

Device Used for Testing

- ☐ Desktop
- ☐ Laptop
- ☐ Tablet
- ☐ Mobile

Notes on UI Performance Issues (if any)

Write something...

Batch Job Execution

Monitors the performance of scheduled batch jobs and processes.

Expected Start Time for Job X

Enter time...

Actual Start Time for Job X

Enter time...

Job X Execution Time (seconds)

Enter a number...

Number of Records Processed by Job Y

Enter a number...

Job Z Error Log (if applicable)

Write something...

Job A Status

- ☐ Success
- ☐ Warning
- ☐ Failure

Date of Last Batch Job Execution

Enter date...

Reporting & Analytics

Checks report generation times and data accuracy.

Report Generation Time (Seconds)

Enter a number...

Number of Users Accessing Reports Simultaneously

Enter a number...

Description of any reported performance issues with reports

Write something...

Date of Last Report Performance Review

Enter date...

Primary Reporting Tool Used

- ☐ Crystal Reports
- ☐ Power BI
- ☐ SAP BusinessObjects
- ☐ Other

Average Report Download Time (Seconds)

Enter a number...

Concurrent User Capacity

Tests system behavior under expected and peak user load.

Simulated Concurrent Users

Enter a number...

Expected Peak Concurrent Users

Enter a number...

Average Transaction Response Time (seconds)

Enter a number...

Maximum Acceptable Transaction Response Time (seconds)

Enter a number...

Testing Environment?

- ☐ Production
- ☐ Staging
- ☐ Development

Observed Issues/Errors

Write something...

Test Execution Date

Enter date...

System Logs & Monitoring

Reviews system logs for errors and performance bottlenecks.

Review Recent Error Logs

Write something...

Error Log Volume (Last 24 Hours)

Enter a number...

Date of Last Log Review

Enter date...

Summary of Critical Errors Found

Write something...

Error Severity Levels Reviewed (Select All That Apply)

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

Notes on Unusual Log Patterns

Write something...

Security & Access Controls

Verifies access controls and security measures impacting performance.

Number of Active User Accounts

Enter a number...

Authentication Methods Enabled

- ☐ Password
- ☐ Multi-Factor Authentication (MFA)
- ☐ Biometrics
- ☐ Single Sign-On (SSO)

Role-Based Access Control (RBAC) Implementation

- ☐ Fully Implemented
- ☐ Partially Implemented
- ☐ Not Implemented

Last Password Policy Review Date

Enter date...

Description of Access Control Procedures

Write something...

Regularity of Security Audits

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Integration Performance

Evaluates performance of integrations with other systems.

Average Integration Response Time (seconds)

Enter a number...

Integration Error Rate (%)

Enter a number...

Description of Integration Errors (if any)

Write something...

Integration Status (e.g., Successful, Warning, Error)

- ☐ Successful
- ☐ Warning
- ☐ Error

Date of Last Integration Test

Time of Last Integration Test

Integration Log File (Optional)

 Upload File

Resource Utilization

Monitors CPU, Memory, and Disk I/O utilization.

Average CPU Utilization (%)

Peak CPU Utilization (%)

Average Memory Utilization (GB)

Peak Memory Utilization (GB)

Average Disk I/O (MB/s)

Disk Space Used (%)

Date of Monitoring

Time of Monitoring