✓ ChecklistGuro

MRP System Go-Live Checklist

Pre-Go-Live Data Validation

Ensuring data accuracy and completeness before the system goes live.

Bill of Materials (BOM) Record Count

Enter a number...

Item Master Record Count

Enter a number...

Vendor Master Record Count

Enter a number...

Customer Master Record Count

Enter a number...

Data Validation Discrepancies Log

Write something...

BOM Accuracy Verified?

☐ Yes
☐ No
☐ Partial

Item Master Accuracy Verified?

☐ Yes
☐ No
☐ Partial

Data Validation Completion Date

Enter date...

System Configuration Verification

Confirming all system parameters and settings are correctly configured.

Safety Stock Levels Verified

Enter a number...

Lot Size Calculation Method

☐ Fixed Order Quantity
☐ Economic Order Quantity (EOQ)
☐ Periodic Order Quantity

Lead Time Days

Enter a number...

Last Parameter Update Date

Enter date...

Activated MRP Modules

- [ ] Planning
- [ ] Purchasing
- [ ] Production
- [ ] Inventory

Notes/Comments on Configuration

Write something...

User Training & Access

Validating user training completion and access rights assignment.

Number of Users Trained

Enter a number...

Training Delivery Method

☐ Online

☐ In-Person

☐ Hybrid

Training Completion Deadline

Enter date...

Training Modules Covered

☐ MRP Overview

☐ Master Data Maintenance

☐ Planning & Scheduling

☐ Reporting & Analytics

Trainer Qualification

☐ Certified Trainer

☐ Subject Matter Expert

☐ Internal Resource

Training Feedback Summary

Write something...

Infrastructure Readiness

Checking server, network, and hardware requirements are met.

Server CPU Utilization (%)

Enter a number...

Server RAM Utilization (%)

Enter a number...

Disk Space Available (GB)

Enter a number...

Network Connectivity Status

☐ Operational

☐ Degraded

☐ Down

Last Server Maintenance Date

Enter date...

Notes on any identified Infrastructure Risks

Write something...

Screenshot of Server Performance Metrics

⬆ Upload File

Integration Testing

Testing data flow and functionality with connected systems.

Integration Point 1: ERP System

- [ ] SAP
- [ ] Oracle EBS
- [ ] Microsoft Dynamics 365
- [ ] Other

Number of Records Transferred (Test)

Enter a number...

Last Integration Test Run Date

Enter date...

Integration Test Results Summary

Write something...

Integration Point 2: WMS (Warehouse Management System)

- [ ] Connected
- [ ] Not Connected
- [ ] Testing

Data Transfer Error Count

Enter a number...

Detailed Error Log (If Applicable)

Write something...

Cutover Planning & Execution

Reviewing and executing the cutover plan from legacy to new system.

Planned Cutover Start Date

Enter date...

Planned Cutover Start Time

Detailed Cutover Plan Description

Write something...

Estimated Downtime (in hours)

Enter a number...

Data Migration Tasks Completed

☐ Master Data

☐ Transaction Data

☐ Open Orders

Cutover Runbook

⬆ Upload File

Data Validation Method

☐ Automated Script

☐ Manual Review

Cutover Plan Approval

Go-Live Support & Monitoring

Establishing support procedures and monitoring system performance post-go-live.

Scheduled Go-Live Time

Number of Support Staff Available

Enter a number...

Critical System Modules to Monitor

☐ Sales Order Management

☐ Production Planning

☐ Inventory Control

☐ Purchasing

☐ Financials

Escalation Procedures Summary

Write something...

Scheduled Support End Date

Enter date...

Primary Support Contact

☐ Contact A

☐ Contact B

☐ Contact C

Post-Go-Live Stabilization

Addressing initial issues and optimizing system performance in the days following go-live.

Number of Critical Errors Reported (Day 1)

Enter a number...

Average Transaction Processing Time (vs. Legacy)

Enter a number...

Functional Areas Experiencing Issues

- ☐ Production Planning
- ☐ Inventory Management
- ☐ Order Management
- ☐ Purchasing
- ☐ Sales
- ☐ Finance

Description of Major Issues Encountered

Write something...

Date of First Issue Resolution

Enter date...

Time of First Issue Resolution

Overall System Stability Assessment (1-5, 5 being excellent)

- [ ] 1 - Unstable
- [ ] 2 - Fair
- [ ] 3 - Average
- [ ] 4 - Good
- [ ] 5 - Excellent

Documentation & Handover

Ensuring proper documentation and knowledge transfer to support teams.

Knowledge Transfer Plan Summary

Write something...

System Administration Manual

⬆ Upload File

User Training Materials

⬆ Upload File

Number of Trained Support Staff

Enter a number...

Knowledge Transfer Completion Date

Enter date...

Sign-off from Key Stakeholders

Documentation Delivered (Select all that apply)

- ☐ System Configuration Guide
- ☐ User Manual
- ☐ Troubleshooting Guide
- ☐ Reporting Guide