

Accept & Implement Phase Checklist

Project Name: _____ Date: _____

The Accept & Implement Phase seeks to bring developed solutions in-house, assure that those solutions conform to requirements, and implement those solutions in production.

This checklist can be completed at any point in the project, particularly at the end of the Accept & Implement Phase, or else any major checkpoint where significant turnover activity has been completed. The questions presume that acceptance is taking place on the project, and that some form of verification and validation is being conducted.

		<i>Score should range from 0 (No) to 10 (Yes).</i>	Score (0-10)
1.	Has the project assured that the completed solution effectively solves the original business problems and satisfies all allocated requirements?		
2.	Has the project assured that the completed solution is fit for use in the typically anticipated user/customer environment?		
3.	Has the project assured that implementation of the completed solution doesn't negatively impact any production environment or other operational system?		
4.	Has the project completed all final integration and system testing of applicable system components?		
5.	Has the project completed all needed training and documentation integration?		
6.	Has the project completed all acceptance and regression testing of applicable system components?		
7.	Has the project assured that test coverage is complete and conforms to all expected results?		
8.	Has the project assured that the production implementation operates defect free?		
9.	Has the project demonstrated that use of production implementation actually demonstrates a solution to the initial problems?		
10.	Has the project demonstrated that all contract related issues have been satisfied and that all vendors may be released from the project?		
		<i>Total Score:</i>	

Notes: