



NCDIT Enterprise Project Management Office Phoenix Project Management System

Document Type	Instructions
Title	Go-Live Readiness Assessment
Revision	1.0
Effective Date	10/19/26

1.0 SCOPE

This instruction document describes how to complete the NCDIT Enterprise Project Management Office (EPMO) Go-Live Readiness Assessment (GLRA) in preparation for the GLRA Decision Point (DP). The Go-Live Readiness and DP are evaluated during Initiation but are executed as part of the Build and Implement phase within the Project Management Process.

2.0 AUTHORITY

- [N.C.G.S. 143B-1321](#).(a).(7) and (17)
- [N.C.G.S. 143B-1322](#).(c).(15)
- [N.C.G.S. 143B-1341](#).(a), (b), and (d)

3.0 ASSOCIATED DOCUMENTS

- Go-Live Readiness Assessment Form
- EPMO Process Documents & Forms
- State of North Carolina [Statewide Data Classification and Handling Policy](#)

4.0 PROCEDURE

During Project Initiation, the Project Management Advisor (PMA) determines if the project requires a GLRA and communicates to the Project Manager (PM) that it should be established during the Build and Implement phase and prior to the Go-Live event. If multiple Go-Live events are needed for a project, the PM, through additional agency and stakeholder discussion, may elect to execute subsequent GLRAs. However, the PM shall work with the PMA to jointly determined which GLRA needs formal DP approval by the State.

- All projects with an overall Project Assessment Type of “High” or a Security Data Classification of “Confidential” or “Restricted,” as determined by the Project Assessment Type and Statewide Data Classification and Handling Policy, will require a Go-Live Readiness Assessment.

Assessment Type	Security Data Classification	GLRA Required
High	Confidential or Restricted	Yes
Low or Medium	Public or Internal	No

- If the PMA determines a GLRA is not required, any project stakeholder may request one.
- The PMA coordinates the GLRA DP with the PM. The PM will work with project team leadership, the agency Chief Information Officer, agency Project Management Office, and other key stakeholders as required to schedule the GLRA and complete the form.
- The PM, on behalf of the agency CIO, will initiate the assessment. The PM coordinates the agency review and approval process, and the PMA will ensure state-side approvals are complete.
- **NOTE:** The purpose of the GLRA is for the agency CIO and associated stakeholders to acknowledge to the State that all project work has been satisfactorily completed and the agency is ready to assume operational responsibilities and begin formally closing the project.

4.1 GLRA Form – Section 1.0

- The PM will complete Agency, Project Name, and Project Manager.

4.2 GLRA Form – Section 2.0



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- The PM, in conjunction with project team, will complete each area to be reviewed to determine applicability given the project's context. Additional assessment areas may be identified and documented by adding rows.
- The PM will coordinate the determined number of agency meetings needed to tailor the form's contents and conduct the assessment. At a minimum, the agency CIO, agency Security Officer, agency PMO, Business Owner, PM and PMA should attend. The agency CIO should chair the meeting and determine the additional stakeholders required to attend.
- Minimum areas for assessment include Software, System Hosting / Infrastructure, Information Security, Training, Documentation, Communication, Deployment, Data, User Acceptance, Operations, Support, Performance, and Organization.
- For each Area to Review, the PM will record the readiness by answering 'Yes' if complete (i.e., approved), 'No' if incomplete, or 'N/A' if the area is not applicable. The PM will also identify the state employee or functional area responsible and record comments. Comments may include the location of records or test data, contact lists, document repositories, dates the item was complete, or any other noteworthy remark.

4.3 GLRA Form – Section 3.0

- The PM will complete the Agency section of the approval table with an appropriate array of names and roles. The PM will work with the PMA to list correct State approvers. The reviewers listed on GLRA form are provided as a guide and should be modified in accordance with the internal process of each agency.
- The Agency CIO will initiate formal review and approval of the completed GLRA form. The named agency GLRA reviewers may utilize the following methods to approve the form:
 - Print, collectively sign in a meeting or circulate it to collect signatures, scan the form, and then upload the pdf to the project's document repository; or,
 - Use a DocuSign or Adobe Sign application to route and collect e-signatures and then upload the completed pdf to the project's document repository.
 - **NOTE:** These methods are highly encouraged over individually signed forms or email approvals. Emails are discouraged as it involves additional documentation to track approvals.
- The PMA will facilitate the review and approval process for NC DIT Enterprise Architecture and Enterprise Security and Risk Management Office.

4.4 If the GLRA is not approved, the PMA will coordinate with the PM to initiate Corrective Action. The DP start date will be reset and the GLRA form will be revisited by the agency after Corrective Action has been applied. The PM will work with the PMA to review prior to DP resubmission.

5.0 CONTACT EPMO

- EPMO@nc.gov
- [Feedback](#)
- [NCDIT EPMO Project Governance & Oversight](#)