**PROJECT GO-LIVE READINESS ASSESSMENT**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the Enterprise Project Management Office (EPMO) Project Go-Live Readiness Assessment as part of the [0300-0330-005-C PROJECT EXECUTION AND BUILD](https://it.nc.gov/media/1010/open) procedure within the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open).

1. **OWNER**
   1. The Enterprise Project Management Office (EPMO) Director owns this QWI. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| 0100-0800-010-B | **FORMS AND RECORDS CONTROL** |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0300-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0310-020-C | [PROJECT ASSESSMENT TYPE](https://it.nc.gov/media/1118/open) |
| 0300-0330-005-C | [PROJECT EXECUTION AND BUILD](https://it.nc.gov/media/1010/open) |
| 0600-0600-005-B | **CORRECTIVE ACTION PROCESS** |
| SCIO-SEC-315-00 | [SYSTEM AND SERVICE ACQUISITION POLICY](https://it.nc.gov/media/1211/open) |
| DATA CLASSIFICATION | [DATA CLASSIFICATION AND HANDLING POLICY](https://it.nc.gov/media/1545/open) |

1. **ASSOCIATED FORMS**

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| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0330-010-D | [PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open) |

1. **DEFINITIONS**

* **GO-LIVE READINESS ASSESSMENT:**  ***see Glossary of Terms and Definitions***

1. **PROCEDURE**
   1. During [0300-0300-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open), the Project Management Advisor (PMA) determines if the project requires a Project Go-Live Readiness Assessment, and establishes a Project Go-Live Readiness Assessment Decision Point (DP) and initiation date within the project schedule. The Project Go-Live Readiness Assessment DP normally occurs during [0300-0330-005-C PROJECT EXECUTION AND BUILD](https://it.nc.gov/media/1010/open).
      1. All projects with an overall Project Assessment Type of “High” or Security Data Classification is “medium” or “high risk”, as determined [by 0300-0310-020-C PROJECT ASSESSMENT TYPE](https://it.nc.gov/media/1118/open) and [DATA CLASSIFICATION AND HANDLING POLICY](https://it.nc.gov/media/1545/open) , require a Project Go-Live Readiness Assessment.
      2. If the PMA determines the project does not require a Project Go-Live Readiness Assessment, any project stakeholder may request a Project Go-Live Readiness Assessment.
      3. The PMA coordinates the Project Go-Live Readiness Assessment DP with the project team leadership, Agency Chief Information Officer (Agency CIO), Agency Project Management Office (Agency PMO) and other key stakeholders as required.
      4. The Agency CIO initiates the Project Go-Live Readiness Assessment. The Project Manager (PM) coordinates the review and approval process.
   2. **Project Information** (Section 1.0) - The PM will complete Section 1.0 of the [0300-0330-010-D PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open), and coordinate a meeting to conduct the Project Go-Live Readiness Assessment. At a minimum, the Agency CIO, Agency Security Officer, Agency PMO, Business Owner, PM and PMA shall attend. The Agency CIO will chair the meeting, determine the additional stakeholders required to attend, and establish the Project Go-Live Readiness Assessment Team.
   3. **Project Go-Live Readiness Assessment Review and Approval** (Section 2.0) - Section 2.0 of the [0300-0330-010-D PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open) provides a minimum outline for the Project Go-Live Readiness Assessment Team. Additional assessment areas may be identified and documented as required.
      1. Minimum areas for assessment include: “Software”; “Hosting”; “Security Controls”, “Training and Documentation”; “Communication”; “Deployment”; and, “Data” (Sections 2.1 through 2.7). Additional areas for assessment are identified and may be included under “Other” (Section 2.8).
      2. For each “Area to Review” the PM will record the readiness by answering “Yes” if complete or, “No” if incomplete. The PM will also identify the person responsible and record comments.
   4. **Project Go-Live Readiness Assessment Review and Approval** (Section 3.0) - The Agency CIO will initiate formal review and approval of the completed Project Go-Live Readiness Assessment Form. The Project Go-Live Readiness Assessment Team and any additional stakeholders sign the paper form or e-mail their electronic approval to the PM. The Enterprise Architect and the Enterprise Security and Risk Management Office will review and approve the Go-Live Readiness Assessment. When an e-mail is used for Project Go-Live Readiness Assessment approval, the PM will maintain a copy of the approval e-mail with the [0300-0330-010-D PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open). Upon completion, the PM will upload the form and all approvals in the Project Site Document Library in the Touchdown System.

*(****Note:*** *The reviewers listed on* [0300-0330-010-D PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open) *provide a guide only and should be modified in accordance with the internal process of each agency.)*

* 1. When the Project Go-Live Readiness Assessment is not approved, the PMA will coordinate with the PM to initiate Corrective Action per **0600-0600-005-B CORRECTIVE ACTION PROCESS**. The DP start date will be reset and the Project Go-Live Readiness Assessment DP will be returned to the PM in accordance with the Service Level Commitment defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open).

**7.0 RECORDS**

* 1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with

**0100-0800-010-B FORMS AND RECORDS CONTROL** procedure.

**8.0 REASON FOR CHANGE**

**8.1** Corrected errors in section 3.0 REFERENCE DOCUMENTS and section 4.0 ASSOCIATED FORMS.

**8.2** Update EPMO Manager to EPMO Director.

**8.3** Added additional Security Control Checklist items.

**8.4** Added requirement for Go-Live Readiness Assessment to be completed for projects with a Data Classification rating of “medium” or “high”.

**8.5** Added requirement for Enterprise Architect and Enterprise Risk and Security Office to approve the Go-Live Readiness Assessment.