

Pre-Rollout Checklist

Ensure These Planning Phases are Complete and in Position:

- Executive Sponsorship and Champions
- Requirements Gathering: Listened to Potential Users
- Defined Success Metrics and Milestones
- Enterprise-wide Project Plan
- Budget Approach/Approval
- Project management methods
- Project governance arrangements
- Successful Pilot(s)
- Broken and "Duct Taped" Issues Identified
- Defined Team Members and Groups (Engineering, Support, Management)