DEAGMARK CONSULTING

Multi-Site Technology Rollout Readiness Checklist

Use this checklist before pilot, cutover, or scale. Mark each item Ready, At risk, or Unknown. Any critical item marked At risk or Unknown should have an owner, due date, and decision path before launch approval.

Program	Target launch	Review date

Outcome and governance

#	Readiness question	Evidence to review	Assessment
1	The business outcome and success measures are documented and approved.	Approved charter or business case	■ Ready ■ At risk ■ Unknown
2	Executive sponsor, program owner, and workstream owners are named.	RACI and governance map	■ Ready ■ At risk ■ Unknown
3	Decision rights and escalation timelines are understood.	Decision and escalation process	■ Ready ■ At risk ■ Unknown
4	Scope, exclusions, assumptions, and dependencies are controlled.	Approved scope and dependency log	■ Ready ■ At risk ■ Unknown
5	Executive reporting uses current data and exposes decisions required.	Status report and decision register	■ Ready ■ At risk ■ Unknown

Solution and integration

#	Readiness question	Evidence to review	Assessment
6	The target solution design supports required operational workflows.	Approved design and workflow evidence	■ Ready ■ At risk ■ Unknown
7	Every critical integration has an owner, interface definition, and test plan.	Integration inventory	■ Ready ■ At risk ■ Unknown
8	Data conversion, validation, reconciliation, and rollback are defined.	Data migration plan	■ Ready ■ At risk ■ Unknown

#	Readiness question	Evidence to review	Assessment
9	Security, privacy, payment, and compliance requirements are approved.	Security and compliance approvals	■ Ready ■ At risk ■ Unknown
10	Configuration ownership and change control are established.	Configuration register and CAB process	■ Ready ■ At risk ■ Unknown

Sites and technology

#	Readiness question	Evidence to review	Assessment
11	Site surveys confirm power, network, space, and installation conditions.	Completed site surveys	■ Ready ■ At risk ■ Unknown
12	Hardware quantities, images, peripherals, labels, and spares are controlled.	Asset and staging records	■ Ready ■ At risk ■ Unknown
13	Installation partners have a tested playbook and escalation path.	Installer playbook	■ Ready ■ At risk ■ Unknown
14	Shipment, receipt, RMA, and exception handling are defined.	Logistics and RMA process	■ Ready ■ At risk ■ Unknown
15	Monitoring and support access are ready before deployment.	Support readiness evidence	■ Ready ■ At risk ■ Unknown

Testing and people

#	Readiness question	Evidence to review	Assessment
16	End-to-end testing covers normal, exception, and failure scenarios.	Traceable test results	■ Ready ■ At risk ■ Unknown
17	Pilot entry and exit criteria are objective and measurable.	Approved pilot criteria	■ Ready ■ At risk ■ Unknown
18	Critical defects have clear severity, ownership, and closure rules.	Defect register	■ Ready ■ At risk ■ Unknown
19	Training is role-based and timed close enough to go-live.	Training plan and completion data	■ Ready ■ At risk ■ Unknown
20	Local leaders understand readiness sign-off and launch responsibilities.	Site sign-off evidence	■ Ready ■ At risk ■ Unknown

Cutover and stabilization

#	Readiness question	Evidence to review	Assessment
21	The cutover plan names tasks, owners, timing, dependencies, and checkpoints.	Integrated cutover runbook	■ Ready ■ At risk ■ Unknown
22	Go or no-go criteria include business, technical, and operational evidence.	Readiness scorecard	■ Ready ■ At risk ■ Unknown
23	Rollback criteria, authority, communications, and recovery steps are tested.	Rollback plan	■ Ready ■ At risk ■ Unknown
24	Command-center coverage and communications are staffed for launch.	Hypercare roster and communication plan	■ Ready ■ At risk ■ Unknown
25	Support handoff, performance measures, and exit criteria are agreed.	Transition and hypercare exit plan	■ Ready ■ At risk ■ Unknown

Readiness Summary

Count the 25 responses and use the result to focus the next leadership discussion. This is a prioritization aid, not a substitute for formal technical, security, financial, or legal approval.

Ready	At risk	Unknown
_____ / 25	_____ / 25	_____ / 25

Priority actions

Priority issue	Owner	Due date	Decision or evidence required

Need an independent readiness view?

Deagmark Consulting can conduct a two-week Rollout Readiness Assessment covering stakeholder interviews, delivery evidence, risk prioritization, and an executive 90-day action roadmap.

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