Automated Decision System Go-Live Preparation Guide

1. Overview

This guide provides a checklist and preparation steps to ensure a successful go-live for the Automated Decision System.

2. Pre-Go-Live Checklist

- Requirements sign-off completed
- Data migration validated
- User training conducted
- Test cases executed and issues resolved
- Environment readiness confirmed
- Business continuity plan in place

3. System Validation

- Confirm system integration points are operational
- Verify performance benchmarks are met
- Test failover and backup procedures
- Review security compliance documentation

4. Roles and Responsibilities

Role	Responsibility
Project Manager	Oversee go-live activities and coordination
Technical Lead	Validate readiness of technical environment
Business Owner	Approve final go-live decision
Support Team	Monitor post-launch and handle incidents

5. Post-Go-Live Activities

- Monitor system performance
- Collect user feedback
- Ensure support and escalation paths are active
- Document learnings and improvements

6. Contacts

- Project Manager: _____
- Technical Lead: _____
- Support Contact: _____