

TEMPLATE • EDITABLE

A simple rollout checklist for new systems.

The checklist we run through before any new system goes live for a client.

ACCESS

Every user has the right login and the right permission level.

TRAINING

Every daily user has walked through the system once, live.

FALLBACK PLAN

There is a documented way to fall back to the old process for 48 hours if needed.

FIRST-WEEK CHECK-IN

A call is scheduled for day 5 to catch anything that broke quietly.

OWNER

One named person owns this system going forward.
