



System Development and Life-Cycle Management (SDLCM) Methodology

ROLLOUT REPORT FORM	
Project Information	
Project/Task Name:	Date of Request:
Technical Project Manager:	Phone Number:
Rollover Activities Checklist	
Was installation successful (defined as no critical issues unresolved)? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list Problem Report Form numbers here.	
Are all users adequately trained? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list Problem Report Form numbers here.	
Did the system pass system test and all performance tests? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list Problem Report Form numbers here.	
Have all legacy data, if any, been converted properly? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list Problem Report Form numbers here.	
Did the system pass acceptance test and receive user approval <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list Problem Report Form numbers here.	
Cutover Readiness	
Is the tested system ready to be cutover to operational status? That is, have all critical issues been resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain strategy to resolve problems and approximate time frame here.	
Approval to Go Operational	
Overall Project Manager:	Date: