

XXXX UPGRADE Project Release Criteria

Status at: DD/MM/YYYY
Version:

Prepared by: xxxxxxxxxxxx yyyyyyyyyy
0.3



No	Acceptance Criteria	Complete Y/N	Target date for completion (DATE & RAG)	Associated risks that have not been mitigated (Detail and RAG)	Comments / Follow on actions (state action, who & when)	SharePoint Link (For all documents / For software, library reference where stored)	Receiver Sign-off (Inf Services, Risk and Audit, QA, Arch & Security) Y/N
E1	Example : Signed of Project Charter	Y	21/05/2013	PCI out of scope, mitigation plan developed	xx/xx undertaken audit, see Acceptance Criteria XX,PCI		
1	Detailed requirements specification						
2	Signed off high level and detailed technical design documentation, diagrams and inventory						
3	Facilities Design Documentation						
4	Service Design and Service Level Documentation and agreed service measures in place and proven						
5	Operational level agreements and underpinning contracts with supplier's, maintained agreements: - IBM - Oracle - FPIS - Security products - Other's						
6	Capacity plan (for system as a whole and individual components, detailing upgrade points / triggers)						
7	All non Production network access points closed						
8	All build / UAT / default passwords changed						
9	All non Production staff removed						
10	All remote access points review, documented and agreed by Production team (remote access only to be provide for period of requirment, not as a default						
11	Strategy for software and components upgrades						
12	Documented whole system build guide(s)						
13	Documented, scenario tested backup and restore process						
14	Documented risk analysis on new system and environment, highlighting all know exposures with mitigations / counter measures						
15	Software Licenses detail (users, renewal, limitations, payment details)						
16	Have all the Stakeholders / customers ben entered into the CMS with contact dedails (email / telepone) and escalation path's						
17	Populated Configuration Database / Baseline - Hardware - Software -Network details (Firewalls) - all Documents (mapped to SharePoint)						

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18	Documented Intergration and UAT release builds and change records						
19	Documented Production release build and change records						
20	Software Library (all base media, duplicated over two sites)						
21	Documented housekeeping processes						
22	Housekeeping calendar						
23	PCI Certification						
24	Penetration tests complete and exposures managed						
25	xxx Application Penetration Testing received and exposures understood						
26	Audit processes, logs, reports and management controls						
27	All security checks been completed and sucessfully signed off						
28	Documented Security processes and procedures -Data Centre Environment						
29	Documented Security processes and procedures -System, application and database - Password hierarchy - Audit process						
30	BT Confirmation that there are two independent routes into the data centre with no single points of failure						
31	Matrix showing all password access levels and whom handed over to Security and IT Security Team						
32	All individuals with access to the system advised should they must use the Change / Emergency Change Process if they make a change. All changes must be documented						
33	Documented results of testing & validation results, detailing all outstanding errors and documented workarounds						
34	Post live testing planned and documented						
35	Release plan agreed and signed off by all impacted stakeholders						

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36	Release date communicated and agreed with all parties						
37	Proven / documented data migration path with normalization						
38	Documented, tested process to retrieve historical data						
39	Trained staff on data retrieval (old) from data warehouse						
40	Data warehouse established for historical data						
41	Trained staff on data retrieval (new) from data warehouse						
42	Documented, tested process to retrieve new data						
43	Positive Communications Plan						
44	Post live testing plan						
	Tested back out plan						
45	Release support in place (including first peak cover)						
46	Major incident plan and process						
47	Documented early life support during phased handover period						
48	Systems guides entered in the knowledge base						
49	Software manuals entered in knowledge base						
50	1st & 2nd line support training complete - application - database - network - other						
51	1st & 2nd line support documentation complete						
52	Service desk training complete						
53	1st & 2nd line support documentation complete						
54	Service desk documentation complete						
55	Closure communications Plan						
56	Post go live review planned						
57	Planned to retire old system						
58	Have business managers signed off new release						
59	Have IT Operational managers signed off new release						

