

Deployment Checklist

Project Name:

Version 1.0

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What will this document help you achieve?

The checklist can be used to ensure all key deployment activities are complete. It also provides links to reference documents which can be used during deployment. The deployment stages have been broadly divided into:

1. Plan
2. Deploy
3. Monitor

Deployment checklist

Checklist	Supporting document
A. Plan	
1. Deployment objectives	
<input type="checkbox"/> Are there clearly defined objectives for the project?	
<input type="checkbox"/> Is there a written communication between partners (deployment, implementation, beneficiaries etc.) to adopt Logistimo?	
<input type="checkbox"/> Is there a draft Memorandum of Understanding (MOU) for all partners?	
<input type="checkbox"/> Has the MoU been reviewed by the legal teams?	
2. Supply chain landscape	
<input type="checkbox"/> Has the existing supply-chain been documented?	
<input type="checkbox"/> Have the locations for preliminary assessment been identified?	
<input type="checkbox"/> Is the preliminary assessment of identified regions complete?	P1. Facility survey
3. Scope of deployment	
<input type="checkbox"/> Have the challenges affecting the objective been identified?	
<input type="checkbox"/> Has the supply chain been mapped to Logistimo's offerings?	
<input type="checkbox"/> Have the functions at different nodes been finalized?	
<input type="checkbox"/> Have the deployment phases been finalized?	
<input type="checkbox"/> Is the deployment roadmap ready?	
<input type="checkbox"/> Has the draft MoU been updated with finalized scope, if required?	
<input type="checkbox"/> Have MoUs been signed between all partners?	
4. Infrastructure assessment	
<input type="checkbox"/> Have all the hardware equipments required for deployment been identified?	P2. Infrastructure requirements
<input type="checkbox"/> Have the vendors for hardware procurement been identified and contacted ?	

5. Deployment preparation	
<input type="checkbox"/> Is the deployment project plan ready?	P3. Project plan
<input type="checkbox"/> Is the resource allocation plan ready?	
<input type="checkbox"/> Is the deployment budget plan ready?	
<input type="checkbox"/> Is the deployment schedule (location & timelines) ready?	
<input type="checkbox"/> Have all the parties been communicated of the deployment schedule?	
<input type="checkbox"/> Is the training schedule (location & timelines) ready?	
<input type="checkbox"/> Have the trainers been identified?	
<input type="checkbox"/> Is the objectives of the support system clear?	
<input type="checkbox"/> Has the support platform been identified?	
B. Deploy	
1. Metadata collection	
<input type="checkbox"/> Has the metadata collection process been finalized?	
<input type="checkbox"/> Have the metadata collection templates been sent for data gathering?	
<input type="checkbox"/> Has all the entities (facilities) and user metadata been collected across echelons?	D1-a. Entities & Users metadata collection template
<input type="checkbox"/> Is the material master list ready?	D1-b. Material metadata collection template
<input type="checkbox"/> Has the inventory details across all entities (stores) been captured?	D1-c. Inventory metadata collection template
<input type="checkbox"/> Has the asset metadata across all entities (stores) been captured?	D1-d. Assets metadata collection template
<input type="checkbox"/> Has the administrative structure across echelons been captured?	D1-e. Supervisors metadata collection template
2. Procure hardware	
<input type="checkbox"/> Have all the hardware equipments been procured?	
<input type="checkbox"/> Is there a buffer stock of hardware available?	
3. Human resource allocation	
<input type="checkbox"/> Have resources been allocated for specific deployment tasks?	
<input type="checkbox"/> Has additional workforce requirement been analyzed?	
<input type="checkbox"/> Is the hiring of additional workforce complete?	
4. Configure Logistimo	
<input type="checkbox"/> Is the project domain structure ready?	
<input type="checkbox"/> Have all the material categories been identified?	
<input type="checkbox"/> Has Logistimo been configured?	Logistimo Knowledge base
<input type="checkbox"/> Have all the necessary notifications been setup?	Logistimo Knowledge base
<input type="checkbox"/> Has the system been tested for use cases?	
<input type="checkbox"/> Have all the third party devices/applications (if any) been integrated with Logistimo?	
<input type="checkbox"/> Have the reports requirements been analyzed and customized accordingly?	Logistimo Knowledge base
<input type="checkbox"/> Have all the collected metadata been uploaded?	Logistimo Knowledge base

	base
5. Setup support structure	
<input type="checkbox"/> Is the support escalation matrix ready?	D3. Guidelines for setting up a support structure
<input type="checkbox"/> Has the support platform been built?	D3. Guidelines for setting up a support structure
<input type="checkbox"/> Has the support platform been tested with use cases?	
6. Training	
<input type="checkbox"/> Is the training framework ready?	
<input type="checkbox"/> Has the minimum quorum letter been shared with training organizers?	D4-a. Minimum quorum letter
<input type="checkbox"/> Have all the trainers been oriented and informed of the nature and scale of deployment?	
<input type="checkbox"/> Is the Standard Operating Procedure (SOP) ready?	
<input type="checkbox"/> Is the training curriculum ready?	D4-b. Training curriculum
<input type="checkbox"/> Are training materials (manuals, decks, assessments) ready?	
<input type="checkbox"/> Has the training domain been configured?	Logistimo Knowledge base
<input type="checkbox"/> Are all the training account IDs for trainer and attendees ready?	Logistimo Knowledge base
<input type="checkbox"/> Has Logistimo been installed on all mobile training devices?	D4-c. Guide to installing Logistimo
<input type="checkbox"/> Has training infrastructure check been performed at the training venue?	D4-d. Training requirement checklist
<input type="checkbox"/> Have all the necessary permits to travel for trainers been arranged?	
<input type="checkbox"/> Have all the travel arrangements for trainers been made (accommodation, commute)?	
<input type="checkbox"/> Is the training attendance sheet ready?	
<input type="checkbox"/> Is the training feedback form ready?	D4-e. Training feedback form
<input type="checkbox"/> Have all the users been trained as per their roles & responsibilities?	
<input type="checkbox"/> Has the training feedback been collated and analyzed?	
<input type="checkbox"/> Has asset acknowledgement forms been collected from all users?	D2. Hardware acknowledgement form
<input type="checkbox"/> Has attendance been recorded for all trainings?	
<input type="checkbox"/> Have all the training domains been assessed & cleared post-training?	Logistimo Knowledge base
<input type="checkbox"/> Have the Go-Live dates for all echelons/entities been finalized?	
C. Monitor	
1. Increase adoption	
<input type="checkbox"/> Have the usage patterns, trends over a particular duration analyzed?	M1. Monitoring supply chain metrics
<input type="checkbox"/> Has the support structure gone live on the specified dates?	

2. Improve data quality	
<input type="checkbox"/> Have gaps in data entry been identified?	M1: Monitoring metrics guide
<input type="checkbox"/> Have absence of data recording been identified?	M1: Monitoring metrics guide
<input type="checkbox"/> Have the identified gaps been highlighted to respective personnel?	
3. Analyze supply chain performance	
<input type="checkbox"/> Is the daily activity of users being monitored through reports & dashboards?	M1: Monitoring metrics guide
<input type="checkbox"/> Has the monitoring frequency been identified?	M1: Monitoring metrics guide
<input type="checkbox"/> Has the data quality guidelines been defined?	
<input type="checkbox"/> Is the data quality being monitored as per the guidelines?	M1: Monitoring metrics guide
4. Understand user feedback	
<input type="checkbox"/> Have all the queries been answered within defined response time?	
<input type="checkbox"/> Have all the queries been clarified based on the escalation matrix?	
<input type="checkbox"/> Is the number of queries and its nature being analyzed?	
<input type="checkbox"/> Is the feedback obtained through queries analyzed?	
<input type="checkbox"/> Has the effectiveness of the support structure been analyzed?	
5. Post-deployment measures	
<input type="checkbox"/> Is the plan for a refresher training (if required) ready?	
<input type="checkbox"/> Is the schedule for refresher training ready?	
<input type="checkbox"/> Has the system metadata been updated wherever necessary?	
<input type="checkbox"/> Has the challenges faced during deployment been identified and documented?	
<input type="checkbox"/> Has the reporting structure been re-visited to implement any changes?	
<input type="checkbox"/> Is the plan to incorporate any future feature change/update ready?	
<input type="checkbox"/> Has the SOP been re-visited to implement any modifications?	

Did you find this document helpful? Would you have added any additional information?

If yes, please drop your feedback at support@logistimo.com