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

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

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

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

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

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

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