

Transition to Production—Activity Definition**Purpose:**

The objective of this activity is to ensure that the transition of the project to production is smooth.

Participants:

The customer, Project Manager, the Project team, and the relevant stakeholders

Inputs:

Project Schedule [1], Approved Acceptance Test Plan [1], Communication Plan[3], Integrated Project Plan[3], Governance Document [4], Operational Transfer Plan[4]

Process:

1. Ensure that all planned testing such as User testing, system testing, and load testing has been completed prior to transition.
2. Ensure that all customer requirements are met and that the product is fully operational.
3. Ensure that every step in the Operational Transfer Plan is carried out.
4. The Project Manager ensures that the customer has accepted the product before the Transition to Production.
5. Follow the standard operating procedure pertaining to backups for your work-unit. A Summary Report on the project is prepared and added to the project file.

Outputs:

Customer Sign-off, support sign-off, Summary Report, System gone live

[Top](#)

Transition to Production—Guidelines

1. The Project Manager ensures that all the necessary testing is carried out.
2. The Project Manager ensures that the completeness and correctness criteria of the project are met.
3. If there is no Operational Transfer Plan, the Project Manager needs to ensure the following:
 - a. Identify the various roles and persons responsible for those roles in the installation process.
 - b. Identify what must be achieved to assume that installation is complete.
 - c. Prepare a list of backups.
 - d. Ensure that user training is conducted.
 - e. If a legacy system exists, ensure that system and data conversion is performed.
 - f. Installation needs to be coordinated with the system owner.
 - g. Transfer responsibility to the system owner.
 - h. Ensure that maintenance support begins as planned.
 - i. Turn over all pertinent documents to the maintenance staff and to the system owner.
4. The summary report for the project needs to be completed and filed.