



WIC Go/No-Go Decision Checklist

DATE COMPLETED	DATE FNS ACCEPTED	CONDITION
		Transmittal letter/email – An executive sponsor summarizing project status and justification for the decision to move forward or to delay.
		Testing Goals achieved – • The number of test scenarios completed • The number of defects by severity level • Definition of each severity level
		System Defect Log – A list of outstanding system defects by severity level, including the programs impacted, indicating the workarounds that will be used after “Go-live” until a fix is in place. Any defect that is outstanding at “Go-live” that materially impacts the eligibility process must have a successfully tested workaround in place.
		Training Readiness – An assessment of the effectiveness of training based on UAT outcomes and then Pilot and expectations for length of the learning curve. Are workarounds that will be used at Pilot or ‘Go-live’ incorporated in the training?
		Site Readiness – Will include everything from the network to the workstations and peripherals. If the new system is implemented in conjunction with changes in workflow we would want to know the status of any needed redesign of physical space layout.
		Current Program Performance (accuracy and timeliness) – If there are program performance deficiencies, explain how the current level of performance will be maintained. During phased rollout, performance may need to be evaluated region by region.
		Data Conversion – It should include testing results (conversion rate) and minimum necessary thresholds for success. The post conversion clean-up activities and the impact on workload/resources (i.e. % of cases affected times the average amount of time to clean-up the data per case) should also be included.
		Stakeholder Buy-in and Preparedness – • A confirmation that partners have validated that all interfaces are working correctly • It is strongly recommended that the State agency get a written statement from your issuance vendor that all due diligence has been taken to thoroughly test the issuance interface. Obtaining a written statement is a way to ensure all necessary testing has been successfully completed.



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		Contingency Plan – • Explain the strategy if it is necessary to roll back to the legacy system • Project how long that decision can be delayed if things go badly • Explain the impact to stakeholders of a rollback
		Escalation Plan – Explain the process to escalate issues happening on the ground to get technical support and inform impacted stakeholders.
		Communication Plan – Explain how and when the stakeholders and the public will be informed about the roll out of the new system and its impact in the short and long term.
		Results of System Performance and Capacity Testing – Identify the strategy for addressing any degradation to performance as the system moves from UAT through Statewide rollout.
		System Integrity Review Tool – Update any outstanding issues for required program functionality identified by the tool.