ERP MIGRATION

CHECKLIST

PHASE 1: PLANNING & PREPARATION

- [ ] Define Objectives & Goals
- [ ] Executive Sponsorship
- [ ] Project Team Formation
- [ ] Budget & Timeline
- [ ] Risk Assessment
- [ ] Vendor Selection

PHASE 2: REQUIREMENT GATHERING & DESIGN

- [ ] Business Process Review
- [ ] Requirement Documentation
- [ ] Stakeholder Input
- [ ] System Design
- [ ] Customization & Configuration

PHASE 3: DATA PREPARATION & MIGRATION

- [ ] Data Inventory
- [ ] Quality Assessment
- [ ] Data Cleansing
- [ ] Data Mapping
- [ ] Data Migration Plan
- [ ] Data Migration Testing

PHASE 4: TESTING

- [ ] Unit Testing
- [ ] Integration Testing
- [ ] User Acceptance Testing (UAT)
- [ ] Performance Testing

PHASE 5: TRAINING & GO-LIVE PREPARATION

- [ ] Training Plan
- [ ] Training Execution
- [ ] Change Management
- [ ] Final System Testing
- [ ] Cutover Plan
- [ ] Communication Plan

PHASE 6: GO-LIVE & POST-MIGRATION SUPPORT

- [ ] Go-Live Execution
- [ ] Monitoring & Support
- [ ] Issue Resolution
- [ ] Review KPIs
- [ ] Post-Mortem Analysis
- [ ] Continuous Improvement