

GO-LIVE BRIEFING PROCEDURE

As described in OCIO Standard 121.10, the OCIO may request a go-live briefing on major IT investments. The procedure for such a briefing is described below.

1. At least 45 days prior to target go-live decision date(s), the OCIO Consultant assigned to oversee the investment will notify the project that they must provide a briefing to the OCIO.
2. The OCIO Consultant, in collaboration with the agency, will schedule a date for the briefing to occur.
3. The agency prepares briefing materials to include at a minimum:
 - a. Readiness criteria
 - b. Readiness assessment (measured against the criteria)
 - c. Back-out/contingency plans
 - d. Agency concerns or any other information the agency chooses to share
4. The agency briefs the OCIO on the scheduled date.

