**Deployment Readiness Checklist**
**(For Internal Auditors – Deployment Phase of ERP Implementation)**

**1. System Readiness & Go-Live Assessment**

☐ **Final System Configuration Review:** Ensure all ERP modules are correctly configured per institutional requirements.
☐ **User Acceptance Testing (UAT) Completion:** Verify that critical processes (e.g., student registration, payroll, financial aid) have been successfully tested.
☐ **Data Migration Validation:** Confirm that data transfers from legacy systems are complete, accurate, and reconciled.
☐ **Business Continuity & Rollback Plan:** Ensure contingency measures are in place in case of system failure post-go-live.
☐ **System Downtime & Cutover Strategy:** Review scheduled transition plan to minimize operational disruption.

**2. Data Integrity & Security Controls**

☐ **Data Reconciliation:** Validate financial, HR, and student records match between legacy and new ERP system.
☐ **Access Controls & Segregation of Duties (SoD):** Ensure role-based access controls are correctly assigned.
☐ **FERPA & Data Privacy Compliance:** Verify security settings to protect student and faculty information.
☐ **Encryption & Cybersecurity Protocols:** Confirm data encryption, firewalls, and secure login procedures are active.
☐ **Audit Trail & Logging:** Ensure system tracks all critical transactions for regulatory compliance.

**3. Operational & Transactional Readiness**

☐ **Financial Transaction Processing:** Verify ERP is processing tuition payments, payroll, and research grants correctly.
☐ **Student Registration & Course Enrollment:** Confirm registration system is operational with no major errors.
☐ **Procurement & Vendor Payments:** Ensure all purchasing workflows function properly.
☐ **System Performance Testing:** Assess system speed and capacity under peak loads (e.g., enrollment periods).
☐ **Error Logging & Issue Resolution:** Confirm a monitoring mechanism is in place to track and address issues.

**4. User Training & Support Readiness**

☐ **Final User Training Completion:** Ensure all faculty, staff, and administrators have received appropriate training.
☐ **Helpdesk & Support Availability:** Confirm IT support and troubleshooting teams are prepared for user inquiries.
☐ **Post-Go-Live Training Plan:** Verify that refresher training and documentation updates are scheduled.
☐ **Communication Plan:** Ensure faculty and staff are aware of system changes, timelines, and support options.
☐ **User Satisfaction & Feedback Mechanism:** Implement surveys or feedback loops to monitor adoption challenges.

**5. Post-Implementation Monitoring & Continuous Improvement**

☐ **First-Week Go-Live Review:** Monitor initial system transactions and address high-priority issues.
☐ **Ongoing Performance Monitoring:** Establish key performance indicators (KPIs) to track system stability.
☐ **Audit Log Review:** Ensure logs capture any unauthorized access or suspicious activities.
☐ **Lessons Learned & Continuous Improvement:** Document issues encountered and recommendations for future optimizations.
☐ **Regulatory Compliance Audit:** Conduct post-deployment compliance review to ensure continued adherence to FERPA, HEA, and other applicable regulations.

**Notes:**

* Use this checklist to ensure ERP system deployment is executed smoothly, minimizing risks and operational disruptions.
* Tailor the checklist based on the specific ERP system (e.g., Workday, Oracle, SAP) and institutional requirements.
* Maintain records for future audits and system performance reviews.