

Computer Guidance Managed Hosting Cloud Services Implementation Checklist

✓	MM/DD/YR	#	Activity	Responsible Party
<input type="checkbox"/>		1	Execute Hosted Agreement	Customer
<input type="checkbox"/>		2	Make Deposits	Customer
<input type="checkbox"/>		3	Submit Online Incident/Ticket	CGC
<input type="checkbox"/>		4	Complete Network Provisioning Form	Customer
<input type="checkbox"/>		5	Set Up Customer Instance	CGC
<input type="checkbox"/>		6	Complete Data Conversion	CGC + Customer
<input type="checkbox"/>		7	Establish VPN Tunnel/Communication	CGC
<input type="checkbox"/>		8	Perform System Validation	CGC
<input type="checkbox"/>		9a	Conduct User Training	CGC + Customer
<input type="checkbox"/>		9b	Perform System Testing	Customer
<input type="checkbox"/>		10	Schedule Go-Live	CGC + Customer
<input type="checkbox"/>		11	Execute Go-Live Cut Over	CGC + Customer
<input type="checkbox"/>		12	Optimize System Performance and Functions	CGC + Customer

