Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				Production Go Live Checklist				
				Hardware Setup				
				Time System Server Setup, OS Build, connections				
				Setup and Test printers				
				APO server setup; Optimizer				
				Cache server setup				
				Document server setup				
				Printer Server Setup				
				Coordinate activities between HR go live and other SAP go live related to hardware, dual clocks, etc.				
				Engineering Drawing Package(s) Server setup				
				Set batch jobs printers				
				Hardware Purchased (PCs, Printers, Clocks, Labor Collection)				
				CHECKPOINT:				
				Hardware Is Installed, Time System Clocks Ready				
				Mass Transport to Production (48 hrs)				
				LOAD SETUP IN SAP PROD				
				Open Client for Manual Numbers set				
				Change customer number range to external				
				Check various Number Ranges				
				Add "plant" vendors				
				Change vendor number range to external				
				Manual - Number Range Batch				
				Manual - Number Range Tranfer Requirement & Transfer Order				
				Update table T185 as per SAP note 847810				
				Create Bin Numbers				
				Set A/P Check Number				
				Activate various conversion exit				
				Change material number range to external				
				APO-R/3 Basis connection settings				
				Finance Setup				
				Activate Material Ledger				
				Activity Types				
				Check FICO Number Ranges				
				Co-PA activation				
				Cost center hierarchy				
				Cost element Groups				
				Load Chart of Accounts				
				Load Cost Centers				
				Load Profit Centers				
				Open MM Periods				
				Primary and Secondary Cost Elements				
				SET FI Periods				
				APO & General Setup SETUP				
				activate integration models				
				create alert profiles				

Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				create planning file entries				
				Create planning ID's in APO				
				create setup keys, groups, matrix				
				create tooling resources in APO				
				Create variants for the APO core interface				
				Load tool/resource z table				
				Run PPDS planning runs with the APO box disconnected from R/3				
				Setup batch jobs for PPDS				
				create selection profiles for DP				
				DP planning runs and release to PPDS				
				create alert profiles for DP				
				Data prep and load sales history for DP				
				Setup batch jobs for DP				
				Setup the data extractors for DP				
				APO - Master Data Prep				
				Activate integration model for locations				
				APO - create distribution definitions				
				APO-R/3 Functional connection setting				
				Calculate proportional factors from history cube				
				Copy proportional factors to				
				Create APO tab profiles in SAP R/3				
				Create handling resources				
				Create SNP supply profile				
				Create the model 000 in APO				
				Create versions 0001, 001, INS, WIC				
				RSA1 over calendars and units of measure				
				MRO Master data set-up				
				Allocate Material to Standard Network				
				Create Service product entry for proper plants				
				Create Service Masters and Product Material Master				
				Create Standard Networks				
				Create Standard Task List for Repqir / Rework				
				Create Standard WBS elemements				
				Update – table with default data				
				Extract Data for Final Review				
				Extract Material Master, BOM, Routings for INS, NWD				
				Sign off on review of extract				
				Obtain written approval from project management and company senior management to start the cutover process				
				Material Master Conversion				
				Pre-Conversion Validation and Cleanup				
				Run Legacy Cost Roll				
				Review Data Conversion "Defects" and Validate Correcitons				
				Validate all required basic data is complete in staging				

Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				Production Go Live Checklist				
				Refresh/Validate that the latest Legacy Data has been loaded into Staging dB				
				Take counts by Material Type				
				Create Snapshot table				
				Extracts				
				Material Master Extract				
				Classification Schema Extract (Classes, Characteristics & Hierarchy)				
				Material Classifcation Assignment Extract				
				Material Batch Classification Extract				
				APO Profile Extract				
				Costing Lot Size Extract				
				PRT Extract				
				PO Text				
				Loads				
				Lockout all SAP users for weekend loads				
				Material Master				
				Main Load Basic/Plant/Sales/Acct/QM etc				
				Change material number range to internal - set counter > than last record				
				Update APO Profile on material masters				
				Update PO Text on material masters				
				Update Costing Lot Size				
				Update Material Group Pkg Material				
				Update Rounding Profile				
				QM Insp Type Assignment to Material Master				
				Update MM to Assign Insp Type 93				
				Material PRT's Load (tool material)				
				Classification and Characteristics (Mats and Vendors)				
				Structure				
				Characteristics (and possible/allowed values)				
				Class (and characteristic assignments)				
				Class Hierarchy (Class tree assignments)				
				Assignments				
				Assign Material Class and Characteristic Values				
				Assign Batch Class (023)				
				Create Vendor Approval Classification				
				Apply Subordinate Characteristics for Vendor Approvals				
				Assign class to material Batch Master				
				Validation				
				Unit of Measure validation				
				Moving Average Price validation				
				Profit Center Validation				
				Setup Shelf Life Batch job				
				Create RRB Materials				

				Production Go Live Checklist				
Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				Entry by SH in Portal Stops, Transactions held for SAP entry				
				Legacy BOMs Extract and Load				
				Create default capacity and workcenter				
				Create work centers				
				Create generic PIRs				
				Validate the routing extract against the material PRT's				
				Legacy Routings Extract and Load				
				set the production version indicator				
				Update the PIR's in the routings.				
				Load open legacy production orders				
				Standard Text Keys				
				Costing Load				
				Validate valuation classes for Costing				
				Costing Run				
				Documentation Extract and Load				
				Setup Documentation Characteristics				
				Create EC for Data Load				
				Load Engineering Documents				
				C of C's Document Info Record (All)				
				FAI's Document Info Record				
				MSDS				
				HRS Terminated Employee Files				
				Open Production Order Cost				
				Vendor Master Extract and Load				
				Vendor Master Load Remit and Partner Functions				
				Assign classification data to Vendors				
				Change vendor number range to internal				
				Assign Objects to Classes (Vendor Approvals)				
				Update VM with Vendor Approval Characteristics				
				MM Output condition records				
				Customer Master Extract and Load				
				Change customer number range to internal				
				Add contact Information manually after customer master is loaded				
				Purchase Info Record Extract and Load				
				Configure the stock transport orders				
				Setup Enterprise Contracts and Source Lists				
				Purchase Orders extracted and loaded				
				Sales Orders & Text Extract and load				
				Remove Sales Order ATP from integration model				
				Sales Order Text loaded				
				Pricing Condition Extract and Load				
				Create RRB Sets (BILLABLE)				
				Payment Terms Validation				
				Equipment Extract and Load				
				Extract & load Equipment, location, tooling masters, Calibration and				

Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				Production Go Live Checklist				
				maintenance and task lists				
				Inventory Extract and Load				
				Print material tags and attach labels to materials				
				Update Next Inspection date in Batch records for Shelf life materials				
				WIP Processing				
				Purchase Orders Extract and Load				
				Convert Open POs				
				Warranty Load				
				Open Warranty Orders				
				QMS				
				Load Inspection Characteristics and Plans				
				Create Sample Procedures				
				Create Operation Set				
				Create certificate profiles				
				Set conditions for material tags				
				Create Quality Info Records				
				Load Quality Info Records				
				FICO				
				Journal Entry loader				
				AR Open Item Balances				
				Assets Extract and Load				
				Post Asset Retirement for current fiscal year				
				Fixed Assets Depreciation Balance				
				Bank Master Data (FI01)				
				Internal Order load				
				Engineering PN Load				
				Load objects, Enterprise connector, APIs, OSS Note 880077, CDI Tables and Titleblock table				
				Manual Loads				
				All new part additions/changes				
				Shipping - Handling Units				
				Validate Master Data loads				
				Correct Data errors identified from Costing run				
				EDI - include load list from Larry				
				Manual Data Entry for Doc Info Records				
				Create a PO or Req				
				Output devices- setup SAP logon ID;s with current default printers to reduce helpdesk calls.				
				Manual load use special order type				
				Enter open work orders				
				Work orders on MRR replaced with SAP work orders				
				Checkpoint				
				Inform upper management of the productive system readiness				
				Security Setup				
				Assign process owners for each team and assign security				

Start Date	Start Time	Finish Time	Finish Date	Activity	Dependency	Status	Responsible Group/ Person	Comments
				Complete HR data loads and sync master data				
				Assign people to their roles				
				User Security is in place				
				Help Desk Prep				
				Define procedures and responsibilities for working with the Help Desk				
				Establish a contact procedure. Communicate to the end users				
				Instruct Deployment Team on Help Desk System Procedures				
				Communicate war room process to business				
				Final Prep Checklist				
				Inventory locations and old part number to new. New material tags.				
				Move purchase order deliveries from week prior to go live				
				Move sales order deliveries from week prior to SAP go live				
				Close all open WIP we can prior to go live, especially week of go live				
				load Capital Improvement project for Witcha prior to go live				
				Sales History Loaded into APO				
				War room setup and staffed				
				Background jobs scheduled				
				Perform the validations of the conversions performed				
				SAP System administration is ready				
				The technical system tests are complete				
				All Project Issues and Risks have been closed				
				Shutdown Legacy				
				Full backup of Production server				
				Certification Server loaded with copy of current production.				
				All Hands Meeting				
				Go Live Weekend - Production Loads				
				Manufacturing Go Live				
				Unlock SAP users				
				Communication to the business on status of Go Live				
				Activate War Room with Support Team				
				Document Help/assistance with data cleanup				
				1st Payroll out of SAP				