

Go live checklist

Go live is one of the stages of migration from one clinical system to another. A full explanation of all the stages can be found in the <https://digital.nhs.uk/migrationguide>.

Using this checklist

This checklist is designed to be used alongside the online guide. You can print this checklist to edit by hand.

After downloading this checklist, it is good practice to check periodically for updates to the guide and checklist.

This checklist was last updated on 27/03/2025.



Go live

Go live happens straight after the cutover and marks the start of your new system being used.

Depending on your new supplier, it is divided into 2 phases: technical go live and business go live.

The old system will be in read only mode for a limited time. Make sure to check with your previous supplier that access is not cut off early. Third-party solutions will also come back online during this phase.

Who is involved

The people, teams or organisations who might be required in this stage of the migration are:

- practice staff
- project manager
- lead GP
- IT delivery partner (such as commissioning support unit)
- new clinical system supplier
- integrated care boards (ICBs)
- trainers

Go live tasks

- sign off go live data
- notify third parties and switch on linked services
- recheck data
- training on the new system
- configure devices
- hardware replacement
- activate smart cards
- transfer booked appointments

Sign off go live data

For a list of these activities, see the [Data checking page](#) in the clinical system migration guide.

Complete all data checking activities. Verify that the data has been transferred successfully

Notes:

If the data checking is successful, sign off the live data

Notes:



Confirm the successful data check with the supplier

Notes:

Recheck data

Please note: It is not advisable to list any patient details in this checklist. Any personal information recorded here may violate GDPR requirements.

Recheck all the data from the initial data production

Notes:

Check a random selection of patients

Notes:

Verify important reports

Notes:



Training on the new system

Make sure all staff get training on the new system for go live

Notes:

Configure devices

On go live day, configure practice devices. Examples include scanners, check in board and call waiting boards

Notes:



Hardware replacement

Replace incompatible equipment identified by the technical survey

Notes:

Test all equipment

Notes:

Activate smartcards

Activate smart cards on the new system

Notes:

Transfer booked appointments

Transfer appointments that were booked in advance

Notes: