

Enterprise Software Post-Implementation Checklist

Task	Status	Notes
Set up continuous improvement initiative to improve processes, data and systems.		
Set up training for new staff		
Set up refresher training for existing staff		
Ensure that the staff is fully utilising the system		
Ensure the data is maintained well in the system		
Ensure that the security roles and privileges are kept up to date		
Ensure the workflows are updated with any changes in the business process or improvements		
Improve integration among the systems		
Implement minor enhancement		
Implement minor modules/out of the box that was not implemented in the project		