Cutover Planning and Go-Live Readiness for ERP Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

This intensive course on ERP Cutover Planning and Go-Live Readiness is the critical final component of a successful Enterprise Resource Planning (ERP) implementation. In the current landscape of rapid digital transformation and complex system migrations, the moment of transition the Cutover is the highest risk phase of the entire project lifecycle. Mismanagement here can lead to crippling business disruption, data loss, financial errors, and project failure. We equip your core team with the strategic and tactical skills necessary to develop a robust, detailed Cutover Strategy that ensures a smooth, non-disruptive transition from a Legacy System to the new ERP platform.

Cutover Planning and Go-Live Readiness for ERP Training Course shifts the focus from simple technical tasks to holistic Organizational Readiness and meticulous risk mitigation. We delve into best practices for developing the definitive Go/No-Go Checklist, managing the intensive Data Migration process, and orchestrating the final, high-pressure execution window. By emphasizing Hypercare Support and structured Business Continuity Planning, participants will learn how to not only launch the system flawlessly but also stabilize operations immediately post-Go-Live. This program is your investment in achieving an on-time, on-budget, and operationally stable ERP Deployment, maximizing your ROI and securing high User Adoption.

Programme Curriculum

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Course Duration

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Course Objectives

1. Master the development of an end-to-end ERP Cutover Strategy and comprehensive plan.
2. Define clear Go/No-Go Decision Criteria for project leadership and steering committees.
3. Execute a reliable Data Migration Plan, focusing on cleansing, extraction, load, and reconciliation.
4. Identify and mitigate critical Business Cutover Risks and operational dependencies.
5. Develop and manage the final, detailed Cutover Checklist with assigned ownership and dependencies.
6. Conduct effective Mock Cutover Drills and Dress Rehearsals to validate the execution timeline.
7. Establish a robust Hypercare Support Model and escalation matrix for post-Go-Live stabilization.
8. Ensure Technical Readiness across all system integrations and infrastructure components.
9. Implement a clear and timely Go-Live Communication Plan for all internal and external stakeholders.
10. Formulate a solid Fallback Strategy and Rollback Procedure as an essential contingency plan.
11. Measure and track User Adoption and system performance with key post-Go-Live metrics.
12. Manage the transition from the Project Team to the Run-and-Maintain (Support) Organization.
13. Document Lessons Learned and conduct a formal project closure/transition to BAU

Target Audience

1. ERP Project Managers and Program Directors
2. Cutover Leads and Go-Live Coordinators
3. IT/Technical Leads (Infrastructure, Data Migration, Integration)
4. Key/Super Users and Process Owners
5. Change Management and Training Specialists
6. Business Unit Managers Impacted by the ERP Change
7. Steering Committee Members and Project Sponsors
8. Post-Go-Live Support (Level 1/2) Teams

Course Modules

Module 1: Strategic Cutover Planning & Governance

- Defining the Cutover Scope and Go-Live Approach
- Establishing the Cutover Command Center and its operating model.
- Creating a detailed, task-level Cutover Master Schedule with strict timelines.

- Assigning roles, responsibilities, and decision-makers
- Case Study: Analyzing a multi-site retail company's decision to use a Phased Rollout versus a Big-Bang approach and its impact on the cutover team structure.

Module 2: Go-Live Readiness Assessment & Criteria

- Developing the definitive Go/No-Go Checklist across People, Process, and Technology pillars.
- Assessing final User Acceptance Testing and defect resolution status.
- Evaluating Organizational Change Readiness and end-user training completion metrics.
- Reviewing Technical Readiness
- Case Study: A manufacturing firm's use of a Readiness Scorecard to quantify the risk and justify a Go-Live delay based on low UAT sign-offs.

Module 3: Data Conversion and Migration Strategy

- Finalizing the Data Migration Strategy
- Designing and executing final data load scripts
- Performing pre- and post-load data validation and Reconciliation activities.
- Managing Data Freeze and Cut-Off procedures for transactional processes.
- Case Study: A financial services organization's approach to GL Account Reconciliation during cutover and the procedures for handling unmatched legacy balances.

Module 4: Technical Cutover and System Integration

- Planning the technical downtime window and system configuration changes.
- Executing the deployment of final code, patches, and security roles.
- Validating all third-party system Integrations and interfaces post-Cutover.
- Performing final system checks
- Case Study: An organization's successful technical cutover within a 48-hour window, detailing the coordination between internal IT and external vendor teams.

Module 5: Communication and Stakeholder Management

- Developing a tiered Crisis Communication Plan for the Cutover period.
- Structuring status reporting to project leadership and business.
- Managing end-user communications about system downtime and new access procedures.
- Coordinating with vendors, external partners, and suppliers during the transition.
- Case Study: Reviewing the best practices of a utility company's external communication during a major system cutover to manage customer expectations proactively.

Module 6: Execution: Mock Runs and Dress Rehearsals

- Planning and scheduling Mock Cutover activities, including scenario design.
- Analyzing results from the Mock Run to refine the Cutover Plan and timing.
- Identifying and resolving bottlenecks, unexpected issues, and resource constraints.
- Conducting a full Cutover Dress Rehearsal as the ultimate validation test.
- Case Study: A logistics company's iterative process of three Mock Runs that reduced the final Go-Live downtime by 30% through improved execution efficiency.

Module 7: Post-Go-Live: Hypercare and Stabilization

- Defining the Hypercare Support Model

- Transitioning critical resources from the Cutover Team to the Hypercare Team.
- Monitoring System Performance and key business transaction volumes immediately post-launch.
- Implementing a formal handover from the project team to the BAU Support organization.
- Case Study: How a global pharmaceutical company structured its 24/7 Follow-the-Sun Hypercare model for its international Go-Live.

Module 8: Contingency and Business Continuity

- Developing detailed Fallback and Rollback Procedures
- Establishing manual workarounds and Business Continuity Plans for critical processes.
- Securing and validating the Legacy System Snapshot for historical data access.
- Performing the final Project Closeout and lessons learned session.
- Case Study: Analyzing a failed Go-Live scenario where a firm successfully executed their pre-defined Rollback Plan to the legacy system within the target timeframe.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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