<Enter Project Name Here>

Site Certification Checklist



Department of Veterans Affairs

<Month><Year>

Version *<#.#>*

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Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
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*<Project Name>* Site Certification Checklist

VISN: Site: Station Number: Date:

Implementation Manager:

IM Phone #:

Facility Laboratory Point of Contact:

Lab POC Phone #:

Facility IRM Point of Contact:

IRM POC Phone #:

# Project Site Certification Checklist

| Pre-implementation Certification/Acceptance Criteria | Date Accomplished: | Accomplished By: | COMMENTS/Notes: |
| --- | --- | --- | --- |
| Insert any steps within each heading (or develop headings appropriate to project being implemented) that must be accomplished in order to achieve implementation (some examples follow). |  |  |  |
| Established a VLAN |  |  |  |
| Established VistA test account |  |  |  |
| Verified installation of requisite patches for *<Patch names>* in test:   * Patch number(s) |  |  |  |
| Verified installation of requisite patches for Project |  |  |  |
| Reviewed Project Pre-Implementation Data Validation, Mapping, and Conversion ADPAC Guide Version 1.0 |  |  |  |

# Hardware Deployment

1. Received all hardware (Appendix B, Installation Guide) and printer supplies <Y, N, or N/A>
2. Completed Hardware Checklist (Appendix B, Installation Guide) <Y, N, or N/A>
3. Attached Hardware Checklist to this document for final submission <Y, N, or N/A>
4. Completed Configuration Installation Guide) <Y, N, or N/A>

# Software Deployment

1. Received associated software <Y, N, or N/A>
2. Installed software in test account <Y, N, or N/A>
3. Installed software in production account <Y, N, or N/A>

# Hardware Validation

1. Workstation was operational in test account <Y, N, or N/A>
2. Printers were functionally tested and found operational in test account. <Y, N, or N/A>
3. Bar Code Scanner was functionally tested in test account. (Use Appendix E from the Installation Guide) <Y, N, or N/A>

# Installation

1. Software was installed and tested on the test Database Server <Y, N, or N/A>
2. Server back-ups were tested <Y, N, or N/A>
3. Workstations used for local training were tested <Y, N, or N/A>
4. Terminal Services software was installed on all production workstations and all workstations were tested <Y, N, or N/A>
5. Software security set-up was tested <Y, N, or N/A>
6. All workstations installed have the same version of Terminal Services software installed <Y, N, or N/A>
7. All printers connected to workstations were tested <Y, N, or N/A>
8. Bar code Scanners connected to workstations were tested <Y, N, or N/A>
9. HL7 interface was tested <Y, N, or N/A>
10. Appendix D, Installation Guide has been completed and attached to this document for submission <Y, N, or N/A>

# Site has received the following project manuals

1. Pre-Implementation Data Validation, Mapping, and Conversion Technical Manual <Y, N, or N/A>
2. Pre-Implementation Data Validation, Mapping, and Conversion ADPAC Guide <Y, N, or N/A>
3. Computer Software User Guide <Y, N, or N/A>
4. Computer Software Installation Guide <Y, N, or N/A>

# All scheduled training has occurred

1. National Training <Y, N, or N/A>
2. Local staff training <Y, N, or N/A>
3. Certificate of training has been received or was requested <Y, N, or N/A>

# VBECS validation in a test account has been completed

1. VBECS validation in a test account has been completed <Y, N, or N/A>

# Communication

1. Staff not directly involved with implementation has been notified of the date for going live <Y, N, or N/A>
2. Others within the organization have been notified of the go-live date (other departments not directly involved in the software change- e.g. the nursing department) <Y, N, or N/A>
3. Customers have been notified of the go live date (Other users, as indicated) <Y, N, or N/A>

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| February 2015 | 1.2 | Upgraded to MS Office 2007-2010 version, edited to conform with latest Section 508 guidelines, and remediated with Common Look Office tool | Process Management |
| April 2012 | 1.1 | Formatted to ProPath documentation standards | Process Management |
| October 2011 | 1.0 | Initial document | Process Management |

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