

## Go-Live Readiness Checklist

Everything that needs to be true before you flip the switch. Do not go live until every item on this list is checked.

### Warehouse Setup

- All bin locations labeled with scannable barcodes.
- Zones defined and color-coded on the floor.
- Pack stations set up with scanners, printers, scales, and packing materials.
- Returns station designated and signed.
- Receiving dock area clear and staged.

### System Configuration

- All SKUs imported with correct barcodes, weights, and dimensions.
- Inventory counts loaded and verified against physical count.
- Shopify (and other sales channels) connected and syncing.
- Carrier accounts connected and rate shopping configured.
- User accounts created for all warehouse staff with correct roles.
- Label printer and scanner hardware tested with Logentic.

### Team Readiness

- All staff trained on their assigned role's scan workflow.
- At least 10 test orders processed end-to-end (pick, pack, label, verify).
- Team leads briefed on exception handling and escalation procedures.
- Parallel run period scheduled (recommend 2-3 days running both systems).

### Go/No-Go Decision

- All items above checked? GO.
- Any items unchecked? Address them first. Rushing go-live creates chaos.

- Schedule go-live for a Tuesday or Wednesday (never Monday or Friday).
- Have the Logentic support channel open and your team lead on standby.