

<Application Name> Live Event Planning Worksheet

Last update

Project Name		
Date of Live Event		
Live Preparation Activities		
Brief description of pre-live testing and QA (depth, duration, level of testing/QA conducted)		
Testing/QA participants		
Brief description of pre-live training		
Training participants		
Brief description of client communication conducted		
Describe other pre-requisite activities		
Risks		
Command Center		
Location		
Duration – Setup / Teardown dates		
On site support staff (IT, dept'l staff, vendors)		
- roster with contact information		
- shift assignments (see Staffing Plan and Contact sheet)		
# of PCs available		
# of modem lines available		
# of phone lines available		
Extension(s) to call for support		
Downtime		
Contingency Plan		

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Pre – Live Tasks

Expected Date/ Time <small>(start/ complete)</small>	Task Assignment	Responsible	Notes / Status	Actual Date/ Time (Complete)

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Live Day

Expected Start Date/ Time	Task Assignment	Responsible	Notes / Status	Actual Date/ Time <small>(start/ complete)</small>

Expected Start Date/ Time	Task Assignment	Responsible	Notes / Status	Actual Date/ Time (start/ complete)

Post Live Monitoring