

SCPro Release 1 — Agency Procurement Director Readiness Checklist

Use this checklist to assign ownership, track readiness and close gaps before go-live.

READINESS AREA	AGENCY ACTION/ EVIDENCE OF READINESS	OWNER	TARGET DATE	STATUS	NOTES/ FOLLOW-UP
User Roles & Access	Validate impacted users and assigned SCPro profiles; address missing/incorrect roles and staff changes.				
Training Completion	Track completion/readiness for employees performing supplier management, sourcing and contracting; identify anyone needing follow-up.				
In-flight Solicitations	Inventory solicitations likely to cross cutover; determine transition scenario and responsible buyer for each.				
Shopping Cart/PO Readiness	Reinforce that shopping carts and purchase orders (POs) remain in SCEIS SRM for Release 1; share QRGs for using new SCPro contracts in SCEIS SRM.				
Cutover/SRM Freeze (Oct. 26-Nov. 9)	Review final cutover instructions; communicate transaction deadlines, limitations and agency-specific actions.				
Local Support	Name agency trainer contacts; confirm internal escalation coverage for go-live week.				
System Support & Open Line	Publish and share SCPro Help Desk/ticket link to impacted users.				
Day 1 Communications	Send final “where do I work?” guide, SCPro login link, QRGs and support contacts to impacted users.				