



Departmental Implementation Checklist

- Selection of program administrator and/or roll-out team
- Training of program administrator (LOD)
- Pilot or full roll-out?
- If pilot: Selection of participating teams
- Development of itineraries with all participating teams
- Scheduling of debrief/training sessions with managers
- Development of branding for program
- Departmental vote for branding
- Communication to Department re: Program launch date and branding winner
- Development of application process
 - SharePoint?
- Development of SharePoint site
- Development of workflows for automated survey distribution (Surveys developed by LOD)
- Procure program materials: Physical passport booklets and stamps
- Development of program materials:
 - Overview/FAQ Guides
 - Application How-To
 - Boarding Passes
 - Manager guides
 - Travel checklists/guides
 - PPG time code requirement communication
- Program launch
- Schedule and hold touch base sessions with participating managers
- Collect feedback and implement adjustments to program accordingly
- Schedule and hold regular touch base/debrief sessions with LOD team