



Passport Program: Departmental Implementation Checklist

- Selection of Departmental Program Administrator and/or roll-out team
- Training of Program Administrator (L&OD)
 - Review of all program guidelines
 - Review all program materials
 - Review all template program communications
 - Training on SharePoint site structure, contents, and navigation
- Pilot or full Department roll-out?
 - If pilot: Selection of participating teams
 - If pilot: Select pilot duration/dates
- Development of itineraries with all participating teams
- Communication to Department re: Program and its launch date
- Program launch
 - Release initial travel alerts
 - Schedule future travel alerts
- 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