



Passport Program: Implementation Workbook

Department: _____

Program Administrators: _____

Training sessions w/ L&OD Staff (Dates): _____, _____, _____, _____

Pilot Information:

Participating teams:

Participating managers:

Pilot dates (launch and end): _____

Initial Travel Alerts to be released: _____

Touch base meetings scheduled with participating managers (Dates): _____, _____

Touch base meetings scheduled with L&OD (Dates): _____, _____

Pre-Pilot Communication Plan to Department: (What will be communicated? How? When? When will they gain access to Program's SharePoint site?)

Itinerary Creation:

Teams with itineraries created:

Remaining teams:

