

User Launch Checklist

#	Details	Status
1	Communication Mail / Internal Communication sent (or other alternative media) Launch video created/ uploaded on Wooqer (or as planned) Physical collateral sent/ setup if planned	<input type="checkbox"/>
2	Platform Readiness Roles, Units, User IDs created Retro video updated Home page updated	<input type="checkbox"/>
3	Infrastructure Readiness Network available Hardware available Policy amendments agreed/ communicated	<input type="checkbox"/>
4	Content Readiness All users have some content assigned to them This content is of value to users. No alternatives are available to do this. Engagement program planned (to engage) Exclusive content planned (to add value) Daily process planned (to drive daily logins)	<input type="checkbox"/>
5	User Training webinar(s) planned (Can also plan for training through Managers/ trainers)	<input type="checkbox"/>
6	User Support team trained.	<input type="checkbox"/>