

## Implementation Readiness Checklist

The table below provides a checklist of documents required for both customer agencies and FSSPs to ensure adequate preparation for the Implementation Phase. The documents listed are for the new initiative being pursued. Wherever possible, documents may be re-used or modified (e.g., governance process for Discovery).

No.	Document	Yes/No	If No, Date to Be Submitted/Complete	If Yes, Name of Attachment (where applicable)
<b>Customer Agency</b>				
1	Resource Management Plan, inclusive of planned and actual Federal and contractual project resources, as well as financial management, technical, and other subject matter experts. Indicate % of time devoted to the project for federal resources			
2	Acquisition Management Plan			
3	Independent Verification and Validation Plan			
4	Governance process <u>within</u> the customer agency for Implementation, inclusive of how decisions will be made and escalated and who (functionally) is accountable when decisions are delayed			
5	Stakeholder Management Plan that outlines all stakeholders and identifies an approach to managing their involvement and communication with them (may be combined with the Resource Management Plan)			
6	Data Cleansing and Migration Plan			
7	Organizational Change Management Plan (approach to transitioning individuals and the organization to the desired future state of shared services)			
<b>Federal Shared Service Provider</b>				
1	Resource Management Plan inclusive of planned and actual Federal and contractual project resources, as well as financial management, technical, and other subject matter experts			
2	Acquisition Management Plan			
<b>Shared*</b>				
1	Scope Management Plan			
2	Project governance structure <u>between</u> the customer agency and FSSP for Implementation, inclusive of how decisions will be made and escalated, and who (functionally) is accountable when decisions are delayed			
3	Risk Management Plan and Risk Register/Issues Log, including risks or issues identified during Discovery			
4	Integrated Master Schedule, including Schedule Control Plan			

\* Customer agency and FSSP work collaboratively to complete

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