Program Start Checklist

Please print the template to PDF, and fill required fields below.

Program Name

VP of Delivery

- ☐ Assign PD for the program
- ☐ Introduce the new program to the Company
- ☐ Sign a Work Order for the program with the Client
- ☐ Introduce PD to the Client

Program Director

- ☐ Assign PM(s), form a team for the project(s), and get **VP of Delivery** approval
- ☐ Introduce PM and key team members to the Client
- ☐ Make sure that the team members' workplaces have been set up (IT and Employee Services Departments)
- ☐ Work with VP of Delivery in order to create the Program Summary and publish it on the Program confluence workspace
- ☐ Familiarize the Board; PM(s) and the team members with the Program Summary
- ☐ Negotiate the development process with the Client and document it. Create the Program Process Requirements document
- ☐ Familiarize the Board; PM(s) and the team members with the Program Process Requirements
- ☐ Create the program infrastructure:

  • Program confluence workspace with links to all project's workspaces and program-level documents

  • Security groups

  • User accounts for the Client access

  • E-mail distribution groups
- ☐ Make sure that the infrastructure details have been communicated to the Client and team members