

ROLL OFF CHECKLIST V1.2				
	Employee Id: 13221820			
	Enterprise id:varalakshmi.r.m			
	Name:VARALAKSHMI R M			
	Date of joining Travelers: 02-feb-2021			
	Roll off Date: 17-dec-2024			
	Supervisor/POC Name: laxmi.narain.shukla			
	Location: Hyderabad,HDC3C			
	Employee/Contractor: Employee			
S. No	Action Description	Est Time	Status (Complete, Pending, Concerns)	Updated by
Actions for the Rolling Off Resource -				
A	Return Project Hardware/Assets....			
	Has the following been returned:			
A1	Laptop			varalakshmi.r.m
A2	Pedestal keys			varalakshmi.r.m
A3	RSA Token			varalakshmi.r.m
A4	Headsets			varalakshmi.r.m
A5	Any other asset			varalakshmi.r.m
B	Workstation/Project Access disablement....			
	Has the following been disabled:			
B1	Accenture Domain Id for workstation access			varalakshmi.r.m
B2	Accenture Share Point (if any)			varalakshmi.r.m
B3	Accenture Share Drive (if any)			varalakshmi.r.m
B4	Travelers VM/Citrix			varalakshmi.r.m
B5	Travelers Remote Access			varalakshmi.r.m
B6	Travelers Prod ID			varalakshmi.r.m
B7	Travelers MIS TimeSheet			varalakshmi.r.m
B8	Travelers Share Drive (if any)			varalakshmi.r.m
B9	Travelers Share Point (if any)			varalakshmi.r.m
B10	Any other project specific configuration provided			varalakshmi.r.m
B11	Abacus Access			varalakshmi.r.m
B12	MME Access			varalakshmi.r.m
C	Team Connect			
C1	Have your myPerformance feedback been provided by your Supervisor?	NA		varalakshmi.r.m
Actions for the Supervisor -				
D	NDA & Roll Off Forms....			
D1	Has the Roll-off form been signed, scanned and submitted	Last Day		
D2	Has the Timesheet submitted(If Timesheet submitted, screenshot to be shared)	Last Day		
D3	Has the Non disclosure agreement been signed, scanned and submitted to Jackie?	Last Day		
D4	Has the Demand Seat Tracker been updated with resource details?	Last Day		

Updated on	Comments
17-Dec-24	
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D5	Has the workstation/project access disablement (listed in section B above) been completed?	Last Day		
D6	Has the rolling off resource returned Project Hardware or assets (listed in section A above)?	Last Day		
D7	Has the CDP - Project Personnel Questionnaire updated in SharePoint	Last Day		

Actions for the PMO -

E	PMO Tasks			
E1	Has the Seat been Allocated in Capacity planning?	Last Day	NA	
E2	Has the access to the bay been revoked	Last Day	NA	

Accenture – Client Data Protection	Responsibility	Agree / Disagree	Updated by
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Awareness pointers for the Rolling Off resource -

F1	With respect to your work on Travelers Project, do you confirm that you have, as of the date below, reviewed all documents, computer hardware and media under my control, and have archived, deleted, or destroyed all Client Data (including Business Data, Personal Data, and client-owned Intellectual Property) in accordance with applicable policies and standards.	Resource	Agree	varalakshmi.r.m
F2	Have you complied with the following specific Accenture Policies, as well as any additional client instructions or policies: <ul style="list-style-type: none"> • 11—Use of Accenture Delivery Methods • 51—Use and Distribution of Packaged Knowledge • 53—Non-Company Access to Company Systems • 56—System Security • 57—Security of Information and Acceptable Use of Systems • 69—Confidentiality • 91—Intellectual Property • 123—Archives and Records Management • 1253—Internal Distribution of Company Confidential and Material Non-Public Information 	Resource	Agree	varalakshmi.r.m
F3	Followed all archiving procedures required by Accenture Policy 0123.	Resource	Agree	varalakshmi.r.m
F4	Permanently and securely deleted all Client Data and removed it from hardware and media under your control (including backups)	Resource	Agree	varalakshmi.r.m

Updated on	Comments
17-Dec-24	
17-Dec-24	
17-Dec-24	
17-Dec-24	

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