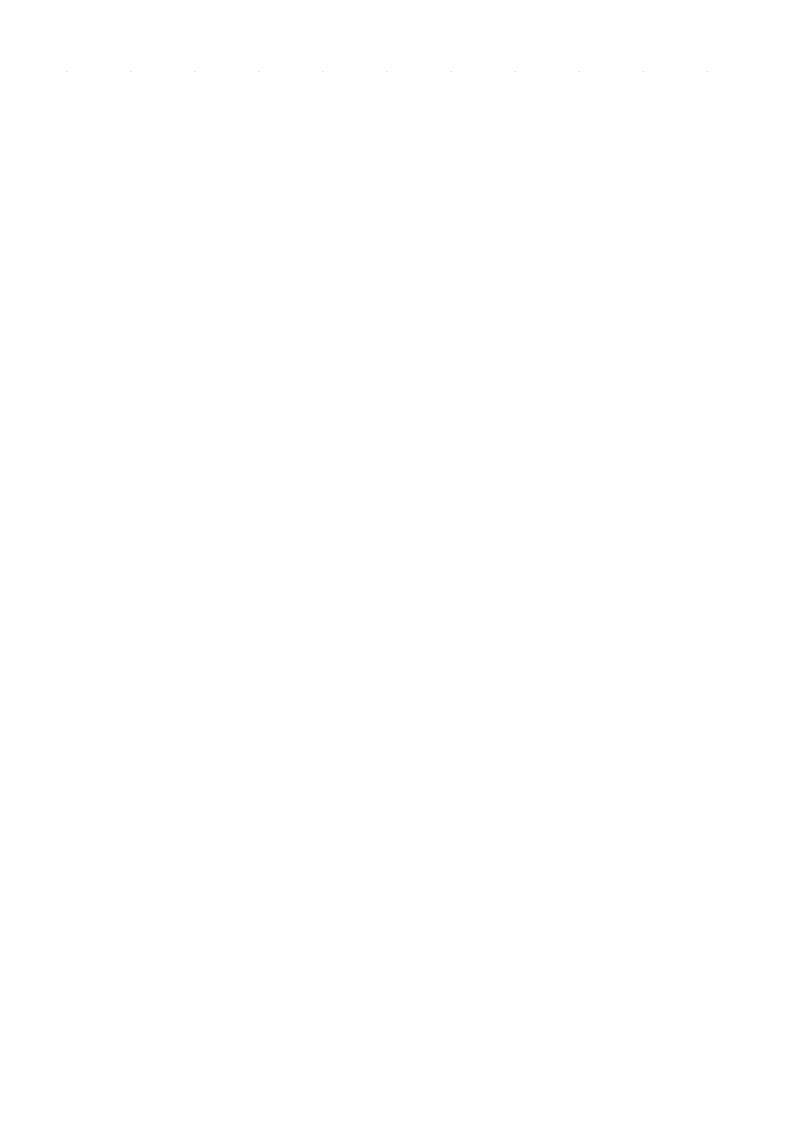
		ROLL OFF	CHECKLIST	V1.2
	Employee Id: 13221820			
	Enterprise id:varalakshmi.r.m	7		
	Name:VARALAKSHMI R M	7		
	Date of joining Travelers: 02-feb-2021			
	Roll off Date: 17-dec-2024			
	Supervisor/POC Name: laxmi.narain.shukla			
	Location: Hyderabad,HDC3C			
	Employee/Contractor: Employee			
S. No	Action Description	Est Time	Status (Complete, Pending, Concerns)	Updated b
Acti	ions 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			varaiaksiiiii.i.ii
<u> </u>	Has the following been disabled:	1		
	has the following been disabled.			
B1	Accenture Domain Id for workstation access			varalakshmi.r.m
B2	Accenture Share Point (if any)			varalakshmi.r.m
В3	Accenture Share Drive (if any)			varalakshmi.r.m
B4	Travelers VM/Citrix			varalakshmi.r.m
B5	Travelers Remote Access			varalakshmi.r.m
В6	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
D40	Any other project specific configuration			vompleliek :! ::
B10	provided			varalakshmi.r.m
B11	Abacus Access			varalakshmi.r.m
B12	MME Access			varalakshmi.r.m
С	Team Connect			
C1	Have your myPerformance feedback been			
C1	provided by your Supervisor?	NA		varalakshmi.r.m
Acti	ons for the Supervisor -			•
D	NDA & Roll Off Forms			
	Has the Roll-off form been signed, scanned and			
D1	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		
	Has the Demand Seat Tracker been updated	Last Day		

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



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	Respons ibility	Agree / Disagree	Updated by				
Awa	areness pointers for the Rolling Off res	ource -						
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: • 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	



	Deleted all project documentation in your possession unless:			
F5	(a) Have been advised by team lead that Accenture has a right to re-use such documentation, and (b) the documentation has been scrubbed/cleaned of all Client Data; (c) there is a 'hold notice' in place restricting the deletion of project files.	Resource	Agree	varalakshmi.r.m
F6	Not posted any project documentation or deliverables to the Accenture Knowledge Exchange (KX) or any other shared document repository unless: (a) such posting was approved under applicable	P	A =	varalakshmi.r.m
ΓO	policies, and (b) the documents were cleaned of all Client Data, prior to posting (c) posting was approved by Project CDP Steward	Resource	Agree	varaiaksiiiii.i.iii
F7	Reported any instances of violation of Accenture or client policy or standard with respect to the management, use, disclosure, or retention of Client Data.	Resource	Agree	varalakshmi.r.m
F8	Run MyScan on my workstation (https://myscan.accenture.com/) and addressed findings appropriately.	Resource	Agree	varalakshmi.r.m
F9	If you are the Data Protection Executive (CDP plan), leaving the engagement you must include your CDP responsibilities in their knowledge transition plan and notify the CDP program in writing of who the new DPE will be.	Resource	Agree	varalakshmi.r.m
F10	If you are the Data Protection Steward (CDP plan), leaving the engagement you must include your CDP responsibilities in their knowledge transition plan and notify the CDP program in writing of who the new DPS will be.	Resource	Agree	varalakshmi.r.m

17-Dec-24	
17-Dec-24	





1 6-Jun-12 1.0 Base File 2 5-Jul-12 1.1 Addition of CDP 3 10-Dec-12 1.2 Addition of Abacus Access	ss Removal
 	ss Removal
3 10-Dec-12 1.2 Addition of Abacus Acces	ss Removal