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| **ROLL OFF CHECKLIST V1.2** | | | | |
|  | **Employee Id: 13845863** |  | | |
| **Enterprise id: Yaswanthi Sammatham** |
| **Name: Yaswanthi Sammatham** |
| **Date of joining Travelers: 07-sep-2024** |
| **Roll off Date: 02-Jan-2024** |
| **Supervisor/POC Name: laxmi.narain.shukla** |
| **Location: Bangalore,BDC11A** |
| **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 |  |  | Yaswanthi |
| A2 | Pedestal keys |  |  | Yaswanthi |
| A3 | RSA Token |  |  | Yaswanthi |
| A4 | Headsets |  |  | Yaswanthi |
| A5 | Any other asset |  |  | Yaswanthi |
| **B** | **Workstation/Project Access disablement….** | | | |
|  | **Has the following been disabled:** |  |  |  |
| B1 | Accenture Domain Id for workstation access |  |  | Yaswanthi |
| B2 | Accenture Share Point (if any) |  |  | Yaswanthi |
| B3 | Accenture Share Drive (if any) |  |  | Yaswanthi |
| B4 | Travelers VM/Citrix |  |  | Yaswanthi |
| B5 | Travelers Remote Access |  |  | Yaswanthi |
| B6 | Travelers Prod ID |  |  | Yaswanthi |
| B7 | Travelers MIS TimeSheet |  |  | Yaswanthi |
| B8 | Travelers Share Drive (if any) |  |  | Yaswanthi |
| B9 | Travelers Share Point (if any) |  |  | Yaswanthi |
| B10 | Any other project specific configuration provided |  |  | Yaswanthi |
| B11 | Abacus Access |  |  | Yaswanthi |
| B12 | MME Access |  |  | Yaswanthi |
| **C** | **Team Connect ….** | | | |
| C1 | Have your myPerformance feedback been provided by your Supervisor? | NA |  | Yaswanthi |
| **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**

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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** | | **Respons ibility** | **Agree / Disagree** | **Updated by** |
| **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** | Yaswanthi |
| 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** | Yaswanthi |
| F3 | Followed all archiving procedures required by Accenture Policy 0123. | Resource | **Agree** | Yaswanthi |
| F4 | Permanently and securely deleted all Client Data and removed it from hardware and media  under your control (including backups) | Resource | **Agree** | Yaswanthi |

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| F5 | Deleted all project documentation in your possession unless:  (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:   1. such posting was approved under applicable policies, and 2. the documents were cleaned of all Client   Data, prior to posting   1. posting was approved by Project CDP Steward | Resource | **Agree** | varalakshmi.r.m |
| 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 |
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| Sr. No. | Date | Version | Description |
| 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 Removal |
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