**PMI: On- and Off-boarding Checklist**

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| --- | --- | --- | --- | --- |
| Employee/Contractor Name | *Pragnya Mohanty* |  | On-boarding Date | 01/09/24 |
| IBM Employee/Contractor # | A000JA |  | Off-boarding Date | mm/dd/yy |

|  |  |  |
| --- | --- | --- |
| On/Off-Boarding Coordinator Name | Confirmation of Completed On-boarding | Confirmation of Completed Off-Boarding |
| *Arti Goyal* | mm/dd/yy | mm/dd/yy |

|  |  |
| --- | --- |
| Project Security Badge (if required) | N/A |
| Laptop/Desktop Machine # and Serial #(if required) | N/A |
| Application software load (if required) | N/A |

| **On-boarding Checklist** | **Date Verified** | **Yes / No or N/A** | **Comments** |
| --- | --- | --- | --- |
| 1. New IBM Consulting Workforce member has completed project specific training (IBM employees, subcontractors and affiliates) | 02/22/24 | YES |  |
| 1. New IBM Consulting Workforce member has completed required training on local laws or industry regulations (GDPR, CCPA, LGPD). | 02/22/24 | YES |  |
| 1. New IBM Consulting Workforce member has completed or attended any Client required Induction or Awareness sessions. | N/A | N/A |  |
| 1. Project Lead (or Project PM) has been trained on managing DS&P control activities |  | N/A | Applicable only for Team Leads (TLs) / Project Managers (PMs) |
| 1. Access requests have been submitted to the appropriate Process Owners to grant the new IBM Consulting Workforce member access to the appropriate: Box folders, networks, or systems. |  | YES | To be filled by PMO |
| 1. The types of access requests (read, write, change, update, ALL), submitted for the new IBM Consulting Workforce member are appropriate for the role they will be performing on the project, contract or account. |  | YES | To be filled by PMO |
| 1. The Client is aware of the new IBM Consulting Workforce member, the role they will be performing, the systems they will be accessing and the type of access they will need. | 01/09/24 | YES |  |
| 1. The new IBM Consulting Workforce member is aware of the type of information they will have access to (for example, Client sensitive personal information) in the systems, applications or databases they will have access to. | 01/09/24 | YES |  |
| 1. Project documentation (roles and responsibilities, ACL, SOD, Workforce Member Master List) has been updated to include this new IBM Consulting Workforce member and the role they will be performing. |  |  | To be filled by PMO |
| 1. If GR resource, work permit has been established | N/A | N/A |  |
| 1. (After Legal review and approval and management approval) Client required Non-disclosure Agreement (NDA), and confidentiality agreement by every new workforce member have been signed, and the signed copies of the documents are sent back to PMO. | 1/10/24 | YES |  |
| 1. Background checks and drug testing completed according to contractual requirements. | N/A | N/A |  |
| 1. New IBM Consulting Workforce member’s PC is compliant with standards for IBM employees   [https://pages.github.ibm.com/ciso-psg/main/standards/itss.html](https://pages.github.ibm.com/ciso-psg/main/standards/itss.html%20)  Chapter 2: End User Device Management and Configuration Requirements  Chapter 3: End User Acceptable Use Requirements | 01/09/24 | YES |  |
| 1. If the new IBM Consulting Workforce member will have any privileged access, they are aware of workstation usage restrictions according to IBM standards [https://pages.github.ibm.com/ciso-psg/main/standards/itss.html](https://pages.github.ibm.com/ciso-psg/main/standards/itss.html%20)   Chapter 2: End User Device Management and Configuration Requirements  Chapter 3: End User Acceptable Use Requirements | 01/09/24 | YES |  |
| 1. Workforce member’s record is updated to reflect their current project job role and data type.   <https://pages.github.ibm.com/ciso-psg/main/standards/itss.html>  Chapter 2: End User Device Management and Configuration Requirements  Chapter 3: End User Acceptable Use Requirements | 01/09/24 | YES |  |
| 1. If applicable and a Corporate standard workstation exemption is needed for this workforce member, follow the corporate process to have this exemption granted. This includes USB Write exemptions or Privileged Access operating system exemptions. |  |  | If Applicable |
| 1. New IBM Consulting workforce member understands that annual Open Source training is required when using Open Source Software and that and that they should not use any Open Source Software or Linux OS on this project without appropriate IBM approval regardless of how obtained (e.g. client provided). Immediately inform Project Manager of any Open Source currently on the new employee’s workstation.   Link to OSS training: <https://yourlearning.ibm.com/activity/EL01-00001160> |  |  | To be filled by PMO |
| 1. For all contracts in European Economic Area (EEA) and where GDPR applies complete GDPR training, GDPR Essentials for GBS, which can be found on this page.   <https://bundles.yourlearning.ibm.com/ibm/gbs-biso/#WWPEYYVWGWXY9EPB> |  |  | To be filled by PMO |
| 1. For all contracts in European Economic Area (EEA) and where GDPR applies and part of development team complete Data Privacy by Design & Default which can be found on this page.  <https://yourlearning.ibm.com/activity/PLAN-736CB942B2C6> |  |  | To be filled by PMO |
| 1. For all contracts in the European Economic Area (EEA), If a sub processor, have they been approved by client? |  | N/A |  |
| 1. Every employee is required to read and certify they understand, and agree to adhere to IBM Guidelines prior to any participation in mobile or macOS related projects on behalf of IBM or a Client, including; see following link <https://w3.ibm.com/developer/appservices/publish/certify/certification> | 02/21/24 | YES |  |
| 1. The Home Worker Security Checklist has been completed.   <https://ibm.ent.box.com/file/927625882053?s=roxhzgqhano9hkf6qgnn6yx1scawp5zj> | 02/21/24 | YES |  |
| 1. Claim code for ILC / CATS have been shared with the Workforce member. |  |  | To be filled by PMO |
| 1. Please enable Credly Connector function (so no manual addition and upload of evidence is required in YL). For reference the steps are provided [**HERE**](http://links.spop.ibm.com/servlet/MailView?ms=MjE2NzY1MjQS1&r=NzkwMzQ4MDA1MzE4S0&j=MjUwMDczNDk5NAS2&mt=1&rt=0)**.** | 01/09/24 | YES |  |

| **Off-boarding Checklist** | **Date Verified** | **Yes / No or N/A** | **Comments** |
| --- | --- | --- | --- |
| 1. Software licenses issued to the project or area have been returned. |  |  |  |
| 1. Documents and information related to the project or area have been returned. Confidential documents have been returned (or destroyed as required). |  |  |  |
| 1. If applicable, desktop and laptop(s) have been returned. If client hardware, all IBM Confidential information has been removed in a manner so that it cannot be recreated. Hard disk was reformatted if necessary. |  |  | In case of Separation from IBM. Provide your RADF number. |
| 1. Confirm all Client Confidential Information, Personal Information, Sensitive Personal Information and client owned documentation, including client information and documentation from previous assignments, has been removed from the IBM Consulting Workforce member's workstation and other portable storage media used by the workforce member before the workforce member has left the project, contract or account. (Comply with client requirements for data removal if they exist and IBM separation process for separating employees).   IBM Consulting Workforce member or IBM manager to complete and provide the Off-Boarding Data Removal Certificate, including completion date. |  |  |  |
| 1. Confirm all documents that IBM owns and can be retained for reuse have been cleansed to meet contractual standards and are cleansed of references to any Clients, if applicable.   Confirm that [GBS off boarding video](https://ibm.box.com/s/0o5rqx9466e89gc8ns44jw6bcj9f54hu), which has further guidance on protecting customer information, has been viewed. If further information is needed, reference the companion guide, <https://ibm.ent.box.com/file/732996271232?s=2s80u9fyogfv7hfcoru5401ddpcux6lo>. |  |  |  |
| 1. User Ids and passwords have been removed from desktops and laptops. |  |  |  |
| 1. IBM Consulting Workforce member accesses to Client’s systems, databases, & applications in both production and non-production and client networks and Box folders were revoked or deleted when the IBM Consulting Workforce member left.   Indicate timing of revocation here – Validate revocation requirements. Refer to 4.2.1 User Identities - ITSS *(Currently ITSS guidance refers to 24 hours to remove access)*  <https://pages.github.ibm.com/ciso-psg/main/standards/itss.html> |  |  | To be filled by PMO |
| 1. Ensure all the accesses have been revoked – i. IBM Network Access ii. Lotus Notes ID was disabled (in case of Separation) iii. Repositories – Box, IPWC, Mail Groups iv. IBM badge has been returned for IBM Consulting workforce member for those separated from IBM, including subcontractors. (Note: AT&T Dialer ID must be revoked within 24 hours of separation from IBM -- project is responsible for timeliness when the separated resource is a subcontractor). |  |  | To be filled by PMO |
| 1. All activities and other development system access were transferred to another IBM Consulting Workforce member. |  |  |  |
| 1. If applicable, client badges were deactivated on the last day of the assignment. |  |  | To be filled by PMO |
| 1. Formal communications with the Client was sent informing the client that the IBM Consulting Workforce member was no longer in the project. |  |  | To be filled by PMO |
| 1. Any IBM Consulting Workforce member Non-disclosure Agreement (NDA) required for this project or contract has been retained for future reference. |  |  | To be filled by PMO |
| 1. The Separation of Duties (SOD) matrix has been updated, as necessary, to replace the IBM Consulting Workforce member’s assignment. |  |  | To be filled by PMO |
| 1. The Workforce Member Master List and Access Control List have been updated to reflect the departed IBM Consulting Workforce member. |  |  | To be filled by PMO |
| 1. If a Corporate standard workstation exemption for this workforce member was put in place for this project, follow the corporate process to have this exemption removed. This includes USB Write exemptions or Privileged Access operating system exemptions |  | N/A |  |
| 1. If applicable,ensure that Opsgenie license issued is revoked on the last working day of assignment. |  |  | To be filled by PMO |

Completed checklists and evidence of completed checklist items are stored in the IBM Blue Box and retained for a minimum of 24 months from off-boarding