**Philip Morris International: On- and Off-boarding Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee/Contractor Name | *ADDALA N V V S YOGANAND* |  | On-boarding Date | 02/12/2020 |
| IBM Employee/Contractor #(Emp ID) | 000GT3 |  | Off-boarding Date |  |

|  |  |  |
| --- | --- | --- |
| On/Off-Boarding Coordinator Name | Confirmation of Completed On-boarding | Confirmation of Completed Off-Boarding |
| *Kakali Banerjee* |  |  |

|  |  |
| --- | --- |
| Project Security Badge (if required) | If building/area access needs to be requested for client sites or indicate N/A |
| Laptop/Desktop Machine # and Serial # (if required) | Include if not an IBM registered asset (e.g. contractor or client asset). Otherwise mark N/A |
| Application software load (if required) | Include information on any application software loaded to individual’s machine specific for this project. |

| **On-boarding Checklist** | **Date Verified** | **Yes / No or N/A** | **Comments** |
| --- | --- | --- | --- |
| 1. New GBS workforce member has completed project specific training (IBM employees, subcontractors and affiliates) | Training Completion Date | YES |  |
| 1. New GBS workforce member has completed required training on local laws or industry regulations (GDPR). | Training Completion Date | YES |  |
| 1. New GBS 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 GBS 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 GBS 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 GBS workforce member, the role they will be performing, the systems they will be accessing and the type of access they will need. | 02/12/2020 | YES |  |
| 1. The new GBS 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. | 02/12/2020 | YES |  |
| 1. Project documentation (roles and responsibilities, ACL, SOD, Workforce Member Master List) has been updated to include this new GBS 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. Every new onboarding member has to read, understand the requirements stated in the Non-Disclosure Agreement (NDA), which is signed between IBM and PMI, and send the signed copy of the document back to PMO | 02/12/2020 | YES |  |
| 1. Background checks and drug testing completed according to contractual requirements. | N/A | N/A |  |
| 1. New GBS workforce member’s PC is compliant with ITSC300. [Security+and+Use+Standards+for+IBM+Employees.htm](file:///C:\Users\IBM_ADMIN\AppData\Users\IBM_ADMIN\AppData\Users\IBM_ADMIN\Downloads\Security+and+Use+Standards+for+IBM+Employees.htm) | 02/12/2020 | YES |  |
| 1. If the new GBS workforce member will have any privileged access, they are aware of workstation usage restrictions according to IBM standards (as defined in ITCS300).  [Security+and+Use+Standards+for+IBM+Employees.htm](file:///C:\Users\IBM_ADMIN\AppData\Users\IBM_ADMIN\AppData\Users\IBM_ADMIN\Downloads\Security+and+Use+Standards+for+IBM+Employees.htm) | 02/12/2020 | YES |  |
| 1. Workforce member’s ISAM record is updated to reflect their current project job role | 02/12/2020 | 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. | 02/12/2020 | YES | For USB information https://w3.ibm.com/help/#/article/usb\_drive\_risk\_reduction or contact gbsbiso@us.ibm.com  For Privileged Access OS exemptions contact GBS Data Security and Privacy/Southbury/Contr/IBM@IBMUS |
| 1. New GBS 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 LinuxOS 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://w3-connections.ibm.com/wikis/home?lang=en-us#!/wiki/W783ba5fa6c1a_40b3_945a_07d0eb0115bd/page/OSPG> |  |  | 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. [GBS GDPR Training](https://w3-connections.ibm.com/wikis/home?lang=en-us#!/wiki/W768710c93bb0_4dcd_aca9_7029bf9192c8/page/GBS%20Education%20%26%20Training) |  |  | 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. [GBS GDPR Training](https://w3-connections.ibm.com/wikis/home?lang=en-us#!/wiki/W768710c93bb0_4dcd_aca9_7029bf9192c8/page/GBS%20Education%20%26%20Training) |  |  | 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. Claim code for ILC have been shared with the Workforce member |  |  | To be filled by PMO |

| **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 GBS 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).   GBS 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, [Protecting GBS Project Documentation – Companion Guide to GBS Off Boarding Video](https://w3-connections.ibm.com/communities/service/html/communityview?communityUuid=2d0b0020-fee3-4283-8277-4eac2465c713#fullpageWidgetId=Wfbd1ab1c2b83_447d_b699_55511c4d2530&file=c6718b98-a144-4456-9e49-02d47d975e87). |  |  |  |
| 1. User Ids and passwords have been removed from desktops and laptops. |  |  |  |
| 1. GBS workforce member accesses to Client’s systems, databases, & applications in both production and non-production and client networks and teamrooms were revoked or deleted when the GBS 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/it-standards/main/2015/01/24/itss.html*](https://pages.github.ibm.com/it-standards/main/2015/01/24/itss.html) |  |  |  |
| 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 GBS 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). |  |  |  |
| 1. All activities and other development system access were transferred to another GBS workforce member. |  |  |  |
| 1. If applicable, Client badges were returned 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 GBS workforce member was no longer in the project. |  |  | To be filled by PMO |
| 1. Any GBS 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 GBS 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 GBS 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 | For USB information https://w3.ibm.com/help/#/article/usb\_drive\_risk\_reduction or contact gbsbiso@us.ibm.com  For Privileged Access OS exemptions contact GBS Data Security and Privacy/Southbury/Contr/IBM@IBMUS |

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