CHECKLIST – REQUEST KICKOFF OF STANDARD

Name	Request Kickoff of Standard
Actors	Standard Owner; Standards Core Team
Description	This checklist is used by the Standard Owner and <COMPANY>-IT Standards Core Team to make sure that all elements of a kickoff have been prepared for presentation to the SRB.

Preconditions

☐		• Intent to propose a standard has been communicated to the <COMPANY>--IT Standards Core Team (<COMPANY>--ITSADM), and SRB presentation date has been set. • Tentative name of the proposed standard has been established, and working folder has been created with appropriate permissions.

List of Items

☐	1	• High-level description of the proposed standard.
☐	2	• Impact Analysis (ROM) – orgs/roles – Use Impact Analysis Spreadsheet.
☐	3	• Value Proposition (ROM) – Use section template.
☐	4	• Scope – what the standard applies to; does not apply to.
☐	5	• 50-word summary; designate subject area for classification.
☐	6	• Work Group membership – Use section template.
☐	7	• LT Sponsor – confirming e-mail forwarded to <COMPANY>--ITSADM.
☐	8	• Expected date for SRB approval.
☐	9	• SRB slide deck for SRB presentation – Use Kickoff Template.
☐	10	• Items have been uploaded to the <COMPANY>--ITStandards Site working folder.
☐	11	• Meeting invite forwarded to presenter by <COMPANY>--ITSADM.

Post Conditions

☐		[The Post-Condition check should be done by someone else – two sets of eyes.] • SRB slide deck has been delivered to <COMPANY>--ITSADM – at least one working day prior to SRB Meeting. • E-mail confirming LT Sponsor has been forwarded to <COMPANY>--ITSADM. • Kickoff has been placed on Agenda and meeting invite has been forwarded to presenter.

Checklist_Kickoff