1. Identify the scope of release and test sites - MOU Phase
   1. Prepare MOU for each sites per release
   2. Review the MOU with Erin and get approval
   3. Review the MOU with PMO; Patricia and get approval
   4. Submit MOU to each site and get concurrence
   5. Document the approval trail - create pdf and upload to VA SharePoint
   6. Rational update?
2. Set up IOC Kick Off call
   1. Identify the team members required to be invited + HPS + PMO
   2. Setup the Kick Off call
   3. Send the Test Plan, Release Notes and Patch Description by email attachment
   4. Setup VA SharePoint sites
   5. Setup RRR reviews with Release Agent
3. Setup IOC Pre-prod testing all day calls
   1. Identify the limited team member who will be testing
   2. Setup daily all day call from 8am to 4 pm
   3. Provide the coverage for all day call
4. Setup IOC touch base calls
   1. 30 minutes calls to share results with bigger IOC team
   2. Discuss the issue found during the day
   3. Record the meeting
   4. Send the meeting invites to all