

Launch Checklist

Prep Work: Prepare System and Users

- Complete System Configurations
- Identify champion/pilot group
- Deliver communications and train user groups
- Setup First Level Support contact

1. Launch to Pilot Group

- Activate small user pool
- Verify activation email goes to users' Inbox (and not spam)
- Verify users can complete Activation process
- Test the coaching process with at least one coach user

2. Activate Larger Audience

- Activate remaining users
- Provide additional trainings and communications as needed