DCM readiness checklist for Change Leads (page 1 of 2)

#	Workstream	Owner	Activity	Method	Start	Due
1	Training	Change Lead	Confirm number of end-user and Devolved Admin for instructor-led training purposes using Training Registration Form	Change Leads to email DCOMtraining@lloyds.com	18/01/21	29/01/21
2	Readiness	Change Lead	Develop a change and adoption plan for your organisation	Develop internal plan based on activities in the business readiness checklist and Lloyd's delivery plan when communicated	01/03/21	9/04/21
3	Readiness	Change Lead	Complete BAR contract review activities Please see Data Quality in the Business Readiness Toolkit	Update in BAR	14/01/21	31/03/21
4	Readiness	Change Lead	Attend Admin Domain and Access Control briefing calls with Compliance, DA Manager Legal representatives	Webinar	09/03/21	17/03/21
6	Onboarding	Change Lead	Confirm Onboarding Registrant and Admin Domain for each legal entity requiring access to DCM	Registrant Survey sent by DA Change Team	09/03/21	26/03/21
7	Readiness	Change Lead	Access control design signed-off by all relevant legal and compliance teams within your organisation's legal structures	Using Example User Hierarchy Template to document access control approach	16/03/21	30/04/21
8	Readiness	Change Leads/DA Managers / Devolved Admins	User permissions are clearly documented ahead of Devolved Admins attending training.	Using Devolved Admin Configuration Table, document user permissions for each Admin Domain.	16/03/21	15/05/21
9	Onboarding	Nominated Registrant	Complete Onboarding Registration form for each admin domain within your organisation (to confirm Legal Signatory, Authorised Contact and Devolved Admins)	Emailed link to Onboarding Registration form	12/04/21	30/04/21
10	Readiness	Change Lead	Share copy of approved MUA with Legal Signatory / Legal team	Email copy of approved MUA	16/03/21	16/04/21
11	Training	Devolved Admins	Book slot for Devolved Admin training	Emailed link to training booking page	19/04/21	14/05/21
12	Onboarding	Legal Signatory	Sign DCM Market User Agreement	Automatic notification from ServiceNow to sign Legal Agreement (Adobe e-sign)	03/05/21	31/05/21
13	Readiness	Change Lead	Attend deep-dive demo(s) with Compliance, Heads of DA	Webinar	TBC	TBC
14	Readiness	Change Lead	Test URLs access for self-service Devolved Admin training materials (on ServiceNow), in case of firewall issues.	Link to ServiceNow page	TBC	TBC

DCM readiness checklist for Change Leads (page 2 of 2)

	Workstream	Owner	Activity	Method	Start	Due
15	**Training**	Devolved Admins	Attend Devolved Admin training	Teams link in downloaded Calendar Invite and email reminder	TBC	TBC
16	**Training**	Pre-Go live training end-users	Book slot for Pre-Go Live DCM instructor-led training sessions	Emailed link to training booking page	TBC	TBC
17	**Onboarding**	Authorised Contact	Create, approve and manage their organisations Devolved Administrators	ServiceNow Form sent in an automated email	TBC	TBC
18	**Onboarding**	Devolved Admins	Create users and configure their access to DCM	ServiceNow Form sent in an automated email	TBC	TBC
19	**Training**	Pre-go Live Training Participants	Attend instructor-led training sessions (Pre-Go Live)	Teams link in downloaded Calendar Invite and email reminder	TBC	TBC
20	**Comms**	Change Lead	Organise email communication to organisation to notify of switch-over from BAR to DCM (including access instructions)	Adapt template provided by DA Change Team	TBC	TBC
21	**Comms**	Change Lead	Organise communication to organisation signposting to self-service training materials	Adapt template provided by DA Change Team	TBC	TBC
22	**Training**	Post-go Live Training Participants	Book slot for Post Go-Live Instructor-led training sessions	Emailed link to training booking page	TBC	TBC
22	**Training**	Change Lead / Internal IT Team	Test URLs access for self-service end-user training materials (on ServiceNow), in case of firewall issues	Link to Market Support Centre portal	TBC	TBC
24	**Readiness**	Change Lead	Test URLs access for DCM in case of firewall issues	DCM live environment	TBC	TBC
	Go-Live	**N/A**	**System Go-Live**	**N/A**	**TBC**	**TBC**
23	**Readiness**	Change Lead	Conduct spot check of migrated contract data following data migration	Email Market Support Centre (email TBC) with any specific data migration issues	TBC	TBC
25	**Readiness**	Change Lead	Communicate go-live to their organisation via email	Template provided by DA Change Team	TBC	TBC
26	**Training**	Post-go Live Training Participants	Attend post-go live instructor-led training	Teams link in Outlook Calendar Invite	TBC	TBC