



# AgilityHealth® Enterprise Baseline Rollout Checklist

## Foundation (Prior to Launch Week):

- Overview of the Rollout Process
  - Identify Acceptance Criteria for the Rollout – desired outcomes and measures
  - Rollout Strategy
    - Identify Rollout Team; Roles and Responsibilities
    - Identify Programs – Size and Location
    - Identify Teams
  - Share Rollout Schedule and discuss preferred timeframe
- Technical Set Up
  - Private Domain
  - SSO
  - Technical Review
  - Integrations and Metrics
  - Whitelist AgilityHealth® Domains
    - [send.agilityhealthradar.com](https://send.agilityhealthradar.com)
    - [AgilityHealth.Zendesk.com](https://AgilityHealth.Zendesk.com)
    - [AgilityHealthRadar.com](https://AgilityHealthRadar.com) or [eu.AgilityHealthRadar.com](https://eu.AgilityHealthRadar.com)
    - IP Address (static): 168.245.51.115
- Gather Team Data
  - Set Up Considerations discussion – Teams, Tags, Lines of Business, Programs, etc.
- Load Teams and Tags
  - Teams & Stakeholders
  - Tags
  - Feature Enablement
  - Users – Roles and Options
- Communication and Training
  - Facilitators – define good candidates, who, training (private, in-person, virtual?)
  - Prepare for Assessments
    - Security/Network for onsite ATI Team
    - Room requirements
  - Rollout Communication
    - Email and Invitation templates
      - Intranet Site communication – optional, post 3-minute AgilityHealth® video
    - Role based training guides, other Support Center resources
    - Create Marketing flyers and FAQs

## 1 Week Prior to Launch Week:

- Send Stakeholders their assessment questions (AHFs can do as a part of assessment launch process). Follow up with an email/phone call to them encouraging their participation and explaining why it's important.
- Send out meeting invitations to the team members, including:
  - Virtual Meeting Space for remote participants
  - Meeting Room information for on-site participants
    - Information about the AgilityHealth® Retrospective (use email templates for Leaders, Team Members and Stakeholders)
- If there is a video conference, please test the conference room to ensure the audio/visual is clear.