

AgilityHealth® Pilot Information Sheet

30 Days prior to Pilot Kickoff Week:

- Pre-Pilot Call – 60 minutes
 - Overview of the Pilot Process
 - Identify Acceptance Criteria for the Pilot – desired outcomes and measures
 - Pilot Strategy
 - Identify Pilot Team; Roles and Responsibilities
 - Identify Programs – Size and Location
 - Identify Teams
 - Share Pilot Schedule and discuss preferred timeframe
 - Facilitators – define good candidates, who, training (private, in-person, virtual?)
 - Set Up Considerations discussion – Teams, Tags, Lines of Business, Programs, etc.
 - Whitelist AgilityHealth® Domains
 - send.agilityhealthradar.com
 - [Agilityhealth.zendesk.com](https://agilityhealth.zendesk.com)
 - AgilityHealthRadar.com or eu.AgilityHealthRadar.com
 - IP Address (static): 168.245.51.115

2 Weeks prior to Pilot Kickoff Week:

- AgilityHealth® Set Up Call – 90 minutes
 - Platform Set Up
 - Teams & Stakeholders
 - Tags
 - Feature Enablement
 - Users – Roles and Options
 - Rollout Communication
 - Leadership Email template sent by Customer Success
 - Stakeholder Email template sent by Customer Success
 - Team and ScrumMaster Email template sent by Customer Success
 - Intranet Site communication – optional, post 3-minute AgilityHealth® video
 - Role based training guides, other Support Center resources
 - Create Marketing flyers and FAQs – templated flyers sent by Customer Success
 - Prepare for Assessments
 - Security/Network for onsite ATI Team
 - Room requirements
 - Build Teams and Stakeholders in AgilityHealth®

1 Week Prior to Pilot Launch:

- 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.