

Ministry of (CLIENT) - (PROJECT NAME)- Key Milestones and Deliverables Table

	Deliverable	Responsible	Target or Completed Date	Status (PENDING/IN PROGRESS/COMPLETE)
Engagement & Assessment	Kick-off meeting/ Onboarding Requirements	IDIM/CLIENT	Target:	PENDING - Engagement teams kickoff session to go over IDIM onboarding requirements including Privacy, Security, Technical and Comms.
	Client Onboarding Questionnaire	IDIM/CLIENT	Target:	PENDING - Client onboarding questionnaire received by IDIM team
	Client Check-in Meetings scheduled	IDIM	Target:	PENDING - Client check in meetings to be scheduled weekly or biweekly on a case by case basis
Privacy	OIPC Early Notification Letter	IDIM/PCT	Target:	PENDING - Letter to OIPC informing of opportunity and PI data attributes required. IDIM to draft for PCT.
	PIA Checklist signed	CLIENT /PCT	Target:	PENDING - Checklist with high level overview and PI data elements. Typically signed by PCT after OIPC response
	PIA Signed	CLIENT /PCT	Target:	PENDING - CLIENT to work with PCT office to review PIA. IDIM to be advised of completion/signoff.
	OIPC Briefing	PCT	Target:	PENDING - Formal briefing led by PCT team with OIPC representative. IDIM & CLIENT representatives included. Can be in person or via email.
	OIPC Response	PCT	Target:	PENDING - Response from OIPC via CIRMO office. Typically occurs 2 weeks after briefing.
Security	STRA Key Controls Checklist signed	CLIENT	Target:	PENDING - Signed checklist reviewed by IDIM.
	Dynamic Vulnerability Assessment & Penetration Test	CLIENT	Target:	PENDING - Results provided to IDIM. Critical and High vulnerabilities will need to be remediated prior to configuration in PRODUCTION environment.
	STRA/SOAR signed	CLIENT	Target:	PENDING - CLIENT to complete a full STRA as per Information Security Standard. IDIM to receive copy of fully signed SOAR.
	STRA 3 rd Party review	CLIENT	Target:	PENDING - Review of STRA using client choice of 3rd Party reviewer. OCIO ISB VRM available as reviewer.
	Security assessments and test results accepted by IDIM	IDIM	Target:	PENDING - Overall security posture assessed and accepted by IDIM's Director of Service and Technical Operations.
Communications	Onboarding communications	IDIM/ CLIENT	Target:	PENDING - IDIM and CLIENT working together on communication materials.
	Contact Centre & SBC Centre Readiness	IDIM	Target:	PENDING - IDIM to ensure SBC front counter agents ready to support engagement (scripting/job aids).
	Operational Support Contacts doc	IDIM/ CLIENT	Target:	PENDING - Document to identify contacts for ongoing Service Management purposes.
Governance	Extended Leadership Team (ELT) Validation	IDIM	Target:	PENDING – Present user story and work-summary to receive validation from ELT.
	Service Agreement	IDIM/ CLIENT	Target:	PENDING - Signed Service Agreement with Information Sharing Requirements.
	Financial Agreement	IDIM/ CLIENT	Target:	PENDING – Confirm three-year estimated volume with the client. Develop / review / approve Financial Agreement for the use of IDIM services.
	IDIM Go/No-Go decision for PROD configuration	IDIM	Target:	PENDING - Official “Go” decision from IDIM Exec Dir to configure service in IDIM Production (PROD) environment. All items in table must be COMPLETE before initiating request.
Technical Configuration	Confirm BCSC PI Data Attributes	IDIM/ CLIENT	Target:	PENDING - PI data attributes required from IDIM Services to authenticate users.
	Configure services in NON-PROD environment(s)	IDIM/ CLIENT	Target:	PENDING - Configure services in NON-PROD / TEST environments.
	Configure services in PROD environment	IDIM/ CLIENT	Target:	PENDING - Configuration in PROD environments dependant on all deliverables being completed and IDIM Exec Dir providing GO decision.
First Users	First users accessing service	IDIM/ CLIENT	Target:	PENDING - First CLIENT user group accessing service using IDIM Services. (allow ~1 week after PROD for verification before having citizens using service)