Name of Onboarding Opportunity – Key Milestones and Deliverables Table

	Deliverable	Responsible	Target or Completed Date	Status (PENDING/IN PROGRESS/COMPLETE)
Engagement & Assessment	Kick-off meeting	IDIM/CLIENT	Target: MMM, DD, YYYY	**PENDING -** Engagement teams kickoff session. *YYYYMMDD, updated status for reporting period*
	Onboarding Requirements Overview	IDIM/CLIENT		**PENDING -** Overview of onboarding requirements including Privacy, Security, Technical and Comms.
	Client Onboarding Questionnaire	CLIENT/IDIM		**PENDING -** Client onboarding questionnaire reviewed by IDIM team.
Privacy	OIPC Early Notification Letter	IDIM/CIRMO		**PENDING -** Letter to OIPC informing of opportunity and PI data attributes required. IDIM to draft for CIRMO.
	OIPC Briefing	CIRMO		**PENDING -** Briefing led by CIRMO team with OIPC representative. Can be in person or via email.
	OIPC Response	CIRMO		**PENDING -** Response from OIPC via CIRMO office. Typically occurs 2 weeks after briefing.
	PIA Signed	CLIENT/CIRMO		**PENDING -** Client to work with CIRMO office to review PIA. IDIM to be advised of completion/signoff.
	PIA Checklist signed	CLIENT/CIRMO		**PENDING -** Checklist submitted to CIRMO with high level overview and PI data elements required.
Security	STRA Key Controls Checklist signed	CLIENT		**PENDING -** Signed checklist reviewed by IDIM.
	STRA / SOAR signed	CLIENT		**PENDING -** Client to complete a full STRA as per Information Security Standard. IDIM to be advised of completion/signoff.
	STRA 3rd Party review	CLIENT		**PENDING -** Review of STRA using client choice of 3rd Party reviewer. OCIO ISB VRM available as reviewer.
	STRA 3rd Party review results accepted by IDIM	IDIM		**PENDING -** Notification with assessment from 3rd party reviewer to IDIM for acceptance.
	Static Vulnerability Assessment; Dynamic Vulnerability Assessment ; & Penetration Test	CLIENT		**PENDING -** Results provided to IDIM. Critical and High vulnerabilities will need to be remediated prior to configuration in PRODUCTION environment.

Communications	Onboarding communications	IDIM/CLIENT		**PENDING -** IDIM and Client working together on communication materials.
	Contact Centre & SBC Centre Readiness	IDIM		**PENDING -** IDIM to ensure SBC front counter agents ready to support engagement (scripting/job aids).
	Operational Support Contacts doc	IDIM/CLIENT		**PENDING -** Document to identify contacts for ongoing Service Management purposes.
Governance	Service Agreement	IDIM/CLIENT		**PENDING** - Signed Service Agreement w Information Sharing Requirements for IDIM services.
	Financial Agreement	IDIM/CLIENT		**PENDING -** Develop / review / approve cost recovery Financial Agreement for the use of IDIM services.
	IDIM Go/No-Go decision for PROD configuration	IDIM		**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	Create BCeID Online Service Directory (OSD) Entries	CLIENT		**PENDING -** Client created entry for online service in OSD for each BCeID environment.
	Assign BCeID client management roles	CLIENT		**PENDING -** Assign and create role in BCeID application for each environment
	Confirm BCSC PI Data Attributes	IDIM/CLIENT		**PENDING -** Documented list of BCSC PI data attributes that are required by Client.
	Configure services in NON-PROD environment(s)	IDIM/CLIENT		**PENDING -** Configure services in NON-PROD / TEST environments.
	Configure services in PROD environment	IDIM/CLIENT		**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		**PENDING -** First client user group accessing service using IDIM Services. (allow ~1 week after PROD for verification before having citizens using service)