



# ONBOARDING QUESTIONNAIRE

1. Do you have funding in place for this service onboarding?

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*Signature of Executive Director, or above, or of commensurate level in an Entity*

2. Do you have a business case signed off by an Executive Director or above?  
If so, please send to the AOs office along with the completed questionnaire.

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*Signature of Executive Director, or above, or of commensurate level in an Entity*

3. Is this service on boarding for your Program/Entity alone or have you conferred with others who are interested in it as well? If there are other interested Entities that you are aware of, please list them below.

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4. Do you have a Project Manager assigned for the onboarding project? If so, please provide their contact information below.

Name:

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Phone:

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Email:

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5. Have you started developing your business requirements? You may want to review the business requirements sample and/or discuss the level required with the TSMA Administrator's Office.

Y/N

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For more information, please contact the TSMA Administrator's Office at 250 356-6118.