






This document is a checklist to help you track your deliverables and reference documents to ensure everything is completed before going live.

 = Online document or template





## Concept & Initiation

- Acquire Project Resources
- Design Service experience
- Engage your clients
- Demonstrate Public Support and Value to Citizens


## Engagement & Assessment

-   Complete Self-assessment
-   Review Solution Architecture Overview and engage in technical discussions
-   Onboarding process overview and discussions
-   Review Service Agreement

## Design Develop & Test

-   Sign Letter of Intent
- Develop Communications (Invitation Letter) to Service Users
- Develop Technical Solution
-   Develop Test Strategy
-   Initiate Privacy Impact Assessment (PIA) and PIA Checklist
-   Initiate Security Threat and Risk Assessment (STRA) and STRA Checklist
- Service Owner Test and QA

## Launch & Operational Support

- Complete Privacy Impact Assessment (PIA) and PIA Checklist
- Complete Security Threat and Risk Assessment (STRA) and STRA Checklist
- Complete Security Threat and Risk Assessment 3<sup>rd</sup> Party Review
- Briefing with Office of the Information Privacy Commissioner
- Communications (Invitation Letter) to Service Users reviewed with and approved by IDIM
- Sign Service Agreement
-   Complete Service Agreement Roles & Representatives doc
- Service Owner Execute Configuration in Production Environment
- Complete Production Verification
- Service Launch – Go LIVE with users
- Complete Post-Launch Stabilization Period and enter into operational state