

Go Live Checklist: County (By the end of day three)

Action	Responsible
<input type="checkbox"/> Sign in	County Lead Volunteer
<input type="checkbox"/> Setup profile	County Lead Volunteer
<input type="checkbox"/> Accept declaration	County Lead Volunteer
<input type="checkbox"/> Setup personal details	County Lead Volunteer
<input type="checkbox"/> Check Teams	County Lead Volunteer
<input type="checkbox"/> Check Roles & Accreditations	County Lead Volunteer
<input type="checkbox"/> Create Sub-Teams if required	County Lead Volunteer
<input type="checkbox"/> Assign County Leadership Team Members	County Lead Volunteer
<input type="checkbox"/> Assign County Team Leaders	County Lead Volunteer
<input type="checkbox"/> Invite County Leadership Team	County Lead Volunteer
<input type="checkbox"/> Invite County Team Leaders	County Lead Volunteer
<input type="checkbox"/> Check Trustee Board structure	County Lead Volunteer
<input type="checkbox"/> Invite Trustee Board	County Lead Volunteer
<input type="checkbox"/> Record any actions done during Compass Freeze for “County” roles	County Lead Volunteer
<input type="checkbox"/> Sign in	County Leadership Team Member
<input type="checkbox"/> Setup profile	County Leadership Team Member
<input type="checkbox"/> Accept declaration	County Leadership Team Member
<input type="checkbox"/> Setup personal details	County Leadership Team Member
<input type="checkbox"/> Sign in	County Team Leaders
<input type="checkbox"/> Setup profile	County Team Leaders
<input type="checkbox"/> Accept declaration	County Team Leaders
<input type="checkbox"/> Setup personal details	County Team Leaders
<input type="checkbox"/> Check Teams (adding Team Members)	County Team Leaders
<input type="checkbox"/> Check Roles & Accreditations	County Team Leaders
<input type="checkbox"/> Create any agreed Sub-Teams	County Team Leaders
<input type="checkbox"/> Confirm with County Lead Volunteer & County Transformation Lead that actions have been done.	County Team Leaders

Go Live Checklist: District

(By the end of day three, after County setup is completed)

Action	Responsible
<input type="checkbox"/> Sign in	District Lead Volunteer
<input type="checkbox"/> Setup profile	District Lead Volunteer
<input type="checkbox"/> Accept declaration	District Lead Volunteer
<input type="checkbox"/> Setup personal details	District Lead Volunteer
<input type="checkbox"/> Check Teams	District Lead Volunteer
<input type="checkbox"/> Check Roles & Accreditations	District Lead Volunteer
<input type="checkbox"/> Assign District Leadership Team Members	District Lead Volunteer
<input type="checkbox"/> Assign District Team Leaders	District Lead Volunteer
<input type="checkbox"/> Invite District Leadership Team	District Lead Volunteer
<input type="checkbox"/> Invite District Team Leaders	District Lead Volunteer
<input type="checkbox"/> Check Trustee Board structure	District Lead Volunteer
<input type="checkbox"/> Invite Trustee Board	District Lead Volunteer
<input type="checkbox"/> Record any actions done during Compass Freeze	District Lead Volunteer
<input type="checkbox"/> Sign in	District Leadership Team Member
<input type="checkbox"/> Setup profile	District Leadership Team Member
<input type="checkbox"/> Accept declaration	District Leadership Team Member
<input type="checkbox"/> Setup personal details	District Leadership Team Member
<input type="checkbox"/> Sign in	District Team Leaders
<input type="checkbox"/> Setup profile	District Team Leaders
<input type="checkbox"/> Accept declaration	District Team Leaders
<input type="checkbox"/> Setup personal details	District Team Leaders
<input type="checkbox"/> Check Teams (adding Team Members)	District Team Leaders
<input type="checkbox"/> Check Roles & Accreditations	District Team Leaders
<input type="checkbox"/> Create any agreed Sub-Teams	District Team Leaders
<input type="checkbox"/> Confirm with District Lead Volunteer & County	District Team Leaders
<input type="checkbox"/> Transformation Lead that actions have been done.	District Team Leaders

Go Live Checklist: Group (By the end of day four)

Action	Responsible
<input type="checkbox"/> Sign in	Group Lead Volunteer
<input type="checkbox"/> Setup profile	Group Lead Volunteer
<input type="checkbox"/> Accept declaration	Group Lead Volunteer
<input type="checkbox"/> Setup personal details	Group Lead Volunteer
<input type="checkbox"/> Assign Group Leadership Team Members	Group Lead Volunteer
<input type="checkbox"/> Check Trustee Board structure	Group Lead Volunteer
<input type="checkbox"/> Check Section Team structure	Group Lead Volunteer
<input type="checkbox"/> Confirm with District Lead Volunteer & County	Group Lead Volunteer
<input type="checkbox"/> Transformation Lead that actions have been done.	

All leaders will receive communication on day five to invite them into the new system