Launch Checklist

IT task	Description	Your plan	Next steps	Who is responsible?	Due date
User provisioning *(adding users)*	On a nightly basis, Recognize can sync with sFTP and Office 365. Manager, start date, email, display name and more can all be synced.	e.g. Office 365 or spreadsheet.			e.g. Office 365 or spreadsheet.
User authentication *(signing in)*	Company will access the Recognize platform via Single Sign On (SSO), oAuth, or Recognize user/pass.	e.g. Okta, lastpass, Azure, MS oauth, Google oauth.			
Integrations	Outlook, Facebook Workplace, Chrome, mobile, Teams, and more. Recognize has many integrations to choose.	e.g. Outlook, mobile, text message, Facebook Workplace, Chrome, Slack, etc.			
Intranet portal	Recognize can be embedded in any intranet portal that supports web parts or iFrames.	e.g. Sharepoint or custom internal website.	Provide Recognize with the url of the intranet for whitelisting on Recognize's domain.		
Email deliverability	Recognize delivers email using SPF and DKIM security and maintains 99.7% deliverability.	Not applicable.	Ensure Recognize is whitelisted on company's email provider for spam.		

Launch Checklist

Recognize

Program task	Description	Your plan	Next steps	Who is responsible?	Due date
Badge setup	Recognize has over 40 badges to choose from, can make badges for you or best of all you can upload your own.	e.g. Design them yourself, need help making new ones, or will use Recognize's badges.			
Rewards setup	Will you launch with rewards? Will they be company-fulfilled badges and/or use gift cards?	e.g. No rewards to start, gift cards, and/or company-fulfilled rewards.			
Leadership onboard	Is leadership involved and willing to put in a few hours a quarter to involve employee recognition into communication?	e.g. A meeting, a presentation, and a three year plan.			
Manager onboard	Are managers able to login and see their stats. Do they understand the program?	e.g. A powerpoint or a meeting.			
Employee onboard	Have you created a PDF and video to share with staff, and upload into Recognize? Have you email invited the users?	e.g. Town hall, team meetings, email invitation, first week summary email.			
Three year plan	Have you created a table with dates and roll-out program ideas? Keep things fresh!	e.g. A shared excel file with a plan stakeholders and leaders have signed off, and agreed to keep evolving the program.			
Best practices	Form a culture committee, develop a communication strategy, and more.	e.g. Reach out to leaders and communication teams, create posters, brand the program.			