E-CERT

Trial Checklist

Implementation Checklist

The implementation checklist is designed to aid users implementation of electronic certification. It consists of a tracking line and associated steps for implementation.

Implementation Tracking Line
Is a tracking system to allow users to map out and measure progress.

Implementation steps
This maps the individual steps. These steps are numbered and fall into two categories; implementation documents and system functionality. The steps can be checked off on the implementation tracking line as completed.

Checklist

Implementation Steps	*System Steps*

One: Do you understand the objectives of electronic certification? ☐ 1

☐ 2 Two: Consider the impact on your current system/s. Complete self-assessment guide.

☐ 3 Three: Review impact on clearance activities

☐ 4 Four: Determine type of trial
    a) Concept (view system to system)
    b) Pull (extract data from website)
    c) Push (data pushed to your system)

☐ 5 Five: Consider the Terms of Reference (review ToR)
    a) Who needs access
    b) Duration of trial
    c) Management outcomes

☐ 6 Six: Check current activities and organise participants

Seven: Complete ToR and sign off ☐ 7

☐ 8 Eight: Commence trial

☐ 9 Nine: Complete scheduled trial reports

☐ 10 Ten: Agree all issues are addressed and future work.

Eleven: Agree future timetable ☐ 11

Twelve: Develop strategies to progress towards paperless trading ☐ 12

☐ 13 Thirteen: Consider next steps to implement