PSI PROGRAM – SET UP CHECKLIST

1.	List the name of teams and participants who will be completing the PSI Indicator	☐
2.	Complete & Submit Order form to DDI with details of program. Found here: PSI Indicator Order Form - Data Drives Insight	☐
3.	Download & customise the Whitelisting requirements and send to IT Department of organisation. You can check with your sponsor who is the correct person to share this information with within the organisation. Document link: PSI-Whitelisting Information	☐
4.	Download and customise the Pre-Launch Presentation slide deck. Document link: PSI-Launch-Presentation_v2.pptx (live.com)	☐
5.	Download and customise Pre-Communications email template PSI-Indicator-Program-Pre-Launch-comms.docx (live.com)	☐
6.	Check your accessibility to PowerBi.	☐