

Example Project Checklist

Initial Project Tasks		
Task	Task Owner	Notes
Data Gathering		Complete Network Diagram Attestation of Compliance Contract from Vendor
Commerce Committee Approval		
Provide project and vendor contact list	Department/Project Manager	
Project Manager	Department/Project Manager	
Departmental Contacts	Department/Project Manager	
Project Timeline	Department/Project Manager	
Project Milestones	Department/Project Manager	
Testing Schedule	Department/Project Manager	
Anticipated Go-Live Date	Department/Project Manager	
Merchant Setup		
Task	Task Owner	Notes
TouchNet Ready Partner Addendum (if applicable)	Financial Services	<u>Approx 4 weeks</u>
Submit New Merchant Request Form	Department Project Owner	COMPLETE
Update Master Merchant Listing with Contacts, etc.	Financial Services	
Request new AMEX Merchant (if applicable)	Financial Services	COMPLETE
Request new Heartland Merchant (if applicable)	Financial Services	COMPLETE
Update Master Merchant Listing with Heartland and AMEX #'s	Financial Services	COMPLETE
<i>*Information Guide on Devices (for in-person payments)</i>		NA
<i>*Order devices</i>	Financial Services	NA
<i>*Device Log</i>		NA

<i>*Tamper Resistance Training</i>		NA
<i>*Device Training</i>		NA
<i>*Implementation Calendar for devices</i>		NA
Payment Testing		Preferably 1 month prior to go-live
Department Refund & Privacy Policy Updates	Department Project Owner	
Validate visibility of Refund & Privacy Policy	Financial Services	
First Notice Rules Accounting Information	Department Project Owner	Worktags where revenue will post. We will need a Cost Center, Ledger Account, and Sales Code
First Notice Rules Update	Financial Services	FS will submit ticket to Workday team to setup/update First Notice Rules
Policies and Procedures	Department Project Owner	
PCI Compliance Training for departmental staff utilizing new system or terminals		Must be completed before individuals access the system or terminals.
Go-Live		
Post Go-Live		
Additional Training	Financial Services	FS to provide additional training to department on TouchNet or devices as needed
Ongoing Support	Financial Services	Provide contact information to department for ongoing support
Annual PCI Compliance Review	Department Primary Contact	Participate in annual PCI Compliance Review as requested to Financial Services

**if accepting in-person payments*