ADDEPAR

The tech onboarding checklist

Four ways to make new tech adoption easier

Organization

01	Seasonality — Tech projects should begin in slower periods	☐
02	Authorities — Define who is in charge of the new system	☐
03	Governance — Enforce rules for ingestion, changing, or tagging data	☐
04	People — Identify skills needed and fill the gaps, as needed	☐

Architecture and reporting

05	Data Maps — Clearly identify all online and offline assets / data	☐
06	Reporting maps — Understand what clients need from the system	☐
07	Complexities — Address (and govern) challenging inputs or outputs	☐

Ingesting data

08	Feeds — Begin the administrative process of setting up feeds	☐
09	Validations — Build additional time into the process for validating data	☐
10	Historicals — Assess past data quality and quantity needed	☐

Education

| 11 | Make Time — Add training to the implementation calendar for key people | ☐ |
| 12 | Learn from Peers — Complete calls with similar people at similar orgs | ☐ |