

Third Party Supplier Onboarding Checklist

- Consult with all impacted parties to document onboarding deliverables by functional area.
(BUSINESS OWNER)
- Assign Project Owner accountable for managing and executing onboarding deliverables.
(BUSINESS OWNER)
- Open PPM to effectuate system changes.
(PROJECT OWNER)
- Create Business Requirements Document (BRD) that sets forth implementation timeline, onboarding deliverables, and accountable parties.
(PROJECT OWNER)
- Conduct Kickoff Meeting with Project Team (includes Relationship Management team, impacted Internal Stakeholders, functional Subject Matter Experts, and Compliance).
(PROJECT OWNER)
- Hold weekly/biweekly Status Meetings with Project Team.
(PROJECT OWNER)
- Provide periodic (monthly if needed) reports to the DVOC on progress of implementation.
(BUSINESS OWNER)
- Train impacted Internal Stakeholders, functional Subject Matter Experts, Delegate and Vendor Oversight, and Regulatory Compliance on roles and responsibilities and key aspects of Supplier relationship.
(BUSINESS OWNER)
- Document and Execute Third Party Performance Management Monitoring Plan.
(BUSINESS OWNER)