



EDM Competency Center On-Boarding Checklist

This checklist accompanies the Commonwealth of Virginia (COV) Enterprise Data Management (EDM) On-Boarding document. The completed checklist is for the Participant to use as a tracking tool. This process will aid the Participant in compiling required documentation and submission of the appropriately completed documents to the EDM Analyst. Following this process ensures the Participant has supporting documentation necessary for successful on-boarding. This document must be submitted with the Participation Agreement (PA) and Data Classification Survey (DCS). The EDM Analyst may request additional supporting or verification documentation of the Participant. All steps are considered sequential in nature, and should be completed consecutively. Mark each check-box upon completion of the step. An incomplete on-boarding checklist will be returned to the on-boarding agency (*or Participant*). The on-boarding process will resume upon Participant completion of the on-boarding checklist. This checklist, DCS and PA must be signed, dated and returned within five-seven business days. Please note this document requires signatures on page two.

1. Welcome

- Reviewed Welcome Document

2. On-Boarding Process

- Reviewed and signed Participation Agreement
 - i. Date review completed: _____
- Reviewed and returned completed Data Classification Survey
 - i. Date review completed: _____
- Completed and signed On-Boarding Checklist

3. Technical On-Boarding Exchange Selected (**check one**)

- National Information Exchange Model (NIEM) conformant
- OR**
- Data Extract Guide (DEG) flat file

4. EDM Technical Documents Received

- File Naming Standard Document
- Inspector User Guide
- FAQs for Data Stewards Document
- Acronym Listing
- Agency Data Steward Document



EDM Competency Center On-Boarding Checklist

Agency Head Signature

Certification Date

Information Security Officer Signature

Certification Date

Federal Tax Information Signatory

Certification Date

Data Owner Signature

Certification Date