Go Icon

Get Ready to Go Icon!

A Pre-Implementation Checklist

Thank you for choosing Go Icon! Your journey to seamless connections starts here! Use our Pre-Implementation Checklist to energize your team, customize the platform, and prep for an amazing launch. Upload your materials at the end to keep the momentum going!

☐ **1. Assemble Your Dream Team!**

Please complete the linked **Team Contact List** with key corporate and community team members for training and communication. This ensures we include the right people, like project managers, marketing leads, executives, admins, and life enrichment team.

☐ **2. Roll Call! Who's in Your Vendor Lineup?**

Please complete the linked Team Contact List with key corporate and community team members for training and communication. This ensures we include the right people, like project managers, marketing leads, executives, admins, and caregivers.

☐ **3. Share Your Brand's Secret Sauce!**

To reflect your community's unique brand, please share your brand assets (logos, colors, fonts, etc.). Provide high-resolution logos with transparent backgrounds, brand color codes (Hex/RGB), custom fonts, and any relevant design materials.

☐ **4. Permission, Granted! Time to Assign Roles**

To ensure security and control, review your organization's users and define their roles and permissions using **this template**. Identify who should have admin access, user access, and any specific roles like content managers or family liaisons.

☐ **5. Build a Buzz That Can't Be Ignored**

Effective communication is key to a successful implementation. Define your main point of contact, set up regular check-ins, and choose preferred communication channels to keep progress on track. Here's an email template to get your team excited and ready to "Go Icon"!

☐ **6. Get Ready to Rock Training and Rollout!**

Ensure your team and residents are ready to use the platform by planning training logistics. Identify staff training needs, choose the best format, review existing materials, and consider resident-specific factors like room setups and language needs.

Upload Your Files Here