

## PERCIPIO: GETTING YOUR TEAM STARTED CHECKLIST

COMPANY NAME: GoTriangle (<https://gotriangle.percipio.com>)

### INVITATION EMAIL NOTIFICATIONS

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Ensure all team members received a system generated email from Percipio inviting them to log into application and create a password. |
|--------------------------|---|

### EMPLOYEE ADOPTION

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 2. Review and discuss Percipio FAQs with my team(s)                     |
| <input type="checkbox"/> | 3. Consider inviting James Bordeaux to department/team meeting          |
| <input type="checkbox"/> | 4. Create a fun exercise/challenge to motivate staff                    |
| <input type="checkbox"/> | 5. Create way to incentivize / reward employees who are first to finish |

### GETTING STARTED

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 8. Verify access to be able to enter the Percipio application. |
| <input type="checkbox"/> | 9. Verify access to Aspire Journey that it launches properly.  |
| <input type="checkbox"/> | 10. Monitor weekly activity reports                            |
| <input type="checkbox"/> | 11. Review progress of completion towards goal of 12.15.2020.  |