**Directions**

Use this checklist to keep track of the Phase I and Phase II steps discussed in the Preparing for P-File Imaging presentation.

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| **Phase I: Prepare and seek approval for adoption** |
| [ ]  Identify a primary and secondary timeframe[ ]  Review document workflow Resource: P-File Workflow Document[ ]  Make a request to the Office of Human Resources  @ Workforce Relations, (608) 265-2257, wr@ohr.wisc.edu |

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| **Phase II: School, College or Division preparation for adoption** |
| [ ]  Create your team Resource: P-File Team Document[ ]  Review implementation examples[ ]  Identify a P-File imaging migration partner Resource: P-File Migration Partner Document[ ]  Plan for resources needed[ ]  Determine which of your HR staff will need access to the system Resource: P-File Permissions Document[ ]  Request HRS role permission for ImageNow linking page Resource: P-File HRS Access |