EMAP Implementation Readiness Checklist

A practical readiness review for pilot and implementation discussions.

How to use this checklist

Mark each item as Ready, Needs Discussion, or Not Applicable. A completed checklist supports planning; it does not constitute approval to implement EMAP.

Leadership & ownership

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Executive sponsor or decision-maker identified	☐	☐	☐
Primary project lead identified	☐	☐	☐
Participating organizations identified	☐	☐	☐
Operational contact for each participating organization identified	☐	☐	☐

Workflow definition

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Current electronic-monitoring/accountability process can be described	☐	☐	☐
Key information handoffs are identified	☐	☐	☐
Known communication or documentation gaps are identified	☐	☐	☐
Proposed pilot or implementation focus is defined	☐	☐	☐

Authority, policy & local review

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Applicable court orders, statutes, contracts, agency requirements, and local procedures will be reviewed by the responsible organization	☐	☐	☐
Organization has identified who determines user authorization and appropriate access	☐	☐	☐
Procurement, contracting, legal, privacy, records, or policy review needs have been identified	☐	☐	☐

Users & participation

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Authorized user groups are identified	☐	☐	☐
Approximate user count is known	☐	☐	☐
User points of contact are available	☐	☐	☐
Participating organizations understand evaluation activities	☐	☐	☐

Technology & operations

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Authorized users have appropriate internet-connected browser access	☐	☐	☐
Expected computers, tablets, or phones have been identified	☐	☐	☐
Organization-controlled contact information can be used where appropriate	☐	☐	☐
Technical/security review needs have been identified for a qualified follow-up	☐	☐	☐

Pilot planning

READINESS ITEM	READY	NEEDS DISCUSSION	N/A
Pilot objective is documented	☐	☐	☐
Problem statement is defined	☐	☐	☐
Desired outcomes are documented	☐	☐	☐
Proposed scope/population/workflow is identified	☐	☐	☐
Target timing is known	☐	☐	☐
Evaluation and closeout responsibilities are identified	☐	☐	☐

Readiness does not equal approval

This checklist does not establish legal eligibility, procurement approval, security approval, policy approval, or implementation approval. Those determinations remain with the responsible organizations and applicable authorities.

Public planning notice. This material is provided for planning and educational purposes. It does not provide legal advice or replace applicable law, court orders, agency requirements, local procedures, contracts, or qualified professional advice.