



Weekly Implementation Activity Checklists

The purpose of these weekly checklists is to assist you with the weekly tasks that you have committed to complete to make the new Government of Canada DTC, DRCTC, SSBT, and Travel Agency Services a success in your department.

January 19 – 23, 2004

Attend workshop	Attend workshops with the Travel AcXess Voyage implementation team and the GTMO.
Review and revise the 7 Cardmember lists	Your Travel AcXess Voyage Implementation Manager has provided you with a package of Cardmember lists. These include Zero Billers, Special Status, Application Optional and Limits. Follow the instructions on the top of each list and return the completed lists in the courier envelope provided ASAP.
Distribute Card and Travel FAQ to all employees	Appendix B contains FAQs for the new Government of Canada DTC and Travel Agency Services -that are being implemented in your department. The accompanying CD contains copies of these FAQs. (filenames 'Card FAQ' and 'Travel Services FAQ' respectively). Distribute or email these to the Cardmembers and Travellers in your department along with the employee announcement regarding the Shared Travel Services Initiative.

January 26 – 30

Use this checklist during the week of Jan 26 – 30 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Return Cardmember lists to Amex	Return the completed Cardmember lists that were provided to you during the workshop. Use the Canada Post envelope that was included with this binder.
Return Travel Transition Data Requirements Form	Return the completed Travel Transition Data Requirements form that was provided to you during the workshop and can be found on your CD in one of the envelopes that was included with this binder.
Distribute Card application as needed	On the CD provided with your welcome binder you will find a file named “Application for Designated Travel Card. Distribute or email this application as needed.



February 2 – 6

Use this checklist during the week of Feb 2 - 6 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage implementation team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.

February 9 – 13

Use this checklist during the week of Feb 9 - 13 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage implementation team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.



February 16 – 20

Use this checklist during the week of Feb 16 - 20 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Distribute communication reminding Cardmembers to return applications	Your Travel AcXess Voyage Implementation Manager will provide you with a reminder communication for Cardmembers to complete their Card Application. Distribute or email this communication to all of the Cardmembers in your department that were required to fill out card applications.
Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.

February 23 – 27

Use this checklist during the week of Feb 23 - 27 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.



March 1 – 5

Use this checklist during the week of Mar 1 - 5 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Traveller profile to be emailed to all travellers.	This week an automatic email will be sent to all travellers with a link to the traveller profile. This email will also include their TIN.
Distribute weekly end-user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the upcoming launch of Travel AcXess Voyage.
Hang posters and distribute other promotional material	For the remainder of the implementation and post-transition stage you will be provided with weekly end-user communications that will assist you in the launch of Travel AcXess Voyage. Please follow the instructions on the package you receive to communicate to your department.
Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Provide Cardmembers with Welcome FAQ sheet	Prior to this week you will be provided with a Welcome Card FAQ sheet and communication. This will be provided to you on paper and electronically on a CD. These FAQs need to be distributed to all Cardmembers and Departmental Contacts in your department.
Provide Travellers with Welcome FAQ sheet	Prior to this week, you will receive a Welcome Travel FAQ sheet and communication. This will be provided to you on paper and electronically on a CD. These FAQs need to be distributed to all Travellers and Travel Arrangers in your department.



March 8 – 12

Use this checklist during the week of Mar 8 - 12 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Distribute communication reminding travellers to complete traveller profile and submit to AMEX	Prior to this week your Travel AcXess Implementation team will provide you with a communication to distribute to all travellers reminding them to complete and submit to Amex, the traveller profile that was emailed directly to all travellers.
You will receive Corporate Cards for central distribution	You will begin to receive, from AMEX, Corporate Cards for the employees in your department. Distribute these accordingly and ensure that each employee signs the card agreement.
Distribute weekly end-user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the upcoming launch of Travel AcXess Voyage.
Hang posters and distribute other promotional material	For the remainder of the implementation and post-the transition stage you will be provided with weekly end-user communications that will assist you in the launch Travel AcXess.. Please follow the instructions on the package you receive to communicate to your department.
Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.



March 15 – 19

Use this checklist during the week of Mar 15 - 19 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Receive TAN Register	More information regarding the TAN process will be provided to you by Team AcXess this week.
Distribute communication reminding travellers to complete traveller profile and submit to AMEX	Prior to this week your Travel AcXess Implementation team will provide you with a communication to distribute to all travellers reminding them to complete and submit to Amex, the traveller profile that was emailed directly to all travellers.
Distribute travel contact information to Travellers.	You will be provided with travel contact information – i.e. the phone number and the web address to make travel reservations with American Express – distribute or email this information to all Travellers and Travel Arrangers in your department
Hang posters and distribute other promotional material	For the remainder of the implementation and post-the transition stage you will be provided with weekly end-user communications that will assist you in the launch Travel AcXess.. Please follow the instructions on the package you receive to communicate to your department.
You will receive Corporate Cards for central distribution	You will begin to receive, from AMEX, Corporate Cards for the employees in your department. Distribute these accordingly and ensure that each employee signs the card agreement.
Distribute weekly end-user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the upcoming launch of Travel AcXess Voyage.
Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.



March 22 – 26

Use this checklist during the week of Mar 22 - 26 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Receive TAN Register	More information regarding the TAN process will be provided to you by Team AcXess this week.
Hang posters and distribute other promotional material	For the remainder of the implementation and post-the transition stage you will be provided with weekly end-user communications that will assist you in the launch Travel AcXess.. Please follow the instructions on the package you receive to communicate to your department.
You will receive Corporate Cards for central distribution	You will begin to receive, from AMEX, Corporate Cards for the employees in your department. Distribute these accordingly and ensure that each employee signs the card agreement.
Distribute weekly end-user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the upcoming launch of Travel AcXess Voyage.
Provide information to Implementation Team as needed	During the transition stage you may be required to provide your Travel AcXess Voyage Implementation Team with additional information. Please make sure you have completed any requests you have received from your Implementation Team this week.
Participate in follow-up Card implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Card Implementation Manager. Please make sure you have attended any meetings/calls for this week.
Participate in follow-up Travel Services implementation meetings as needed	During the transition stage you may be required to meet or attend conference calls with your American Express Travel Services Implementation Manager. Please make sure you have attended any meetings/calls for this week.



March 29 – April 2

This is the end of the transition stage and the beginning of the post-transition phase. By now your department should be ready to transition to the new Government of Canada DTC, DRCTC, SSBT and Travel Agency Services. Use this checklist during the week of Mar 29 – April 2 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

You will receive Corporate Cards for central distribution	You will begin to receive, from AMEX, Corporate Cards for the employees in your department. Distribute these accordingly and ensure that each employee signs the card agreement.
Distribute weekly post-implementation end user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the launch of Travel AcXess Voyage. Distribute these to your department.
Attend post-implementation meeting	Your Travel AcXess Voyage implementation team may require you to attend a post-implementation meeting.

April 5 – 9

You are now in week two of the post-transition phase. The transition to the new Government of Canada DTC, DRCTC, SSBT and Travel Agency Services should now be complete. Use this checklist during the week of April 5 - 9 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Distribute weekly post-implementation end user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the launch of Travel AcXess Voyage. Distribute these to your department.
Attend post-implementation meeting	Your Travel AcXess Voyage implementation team may require you to attend a post-implementation meeting.



April 12 – 16

You are now in week three of post-transition. The transition to the new Government of Canada DTC, DRCTC, SSBT and Travel Agency Services should now be complete. Use this checklist during the week of April 12 - 16 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Distribute weekly post-implementation end user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the launch of Travel AcXess Voyage. Distribute these to your department.
Attend post-implementation meeting	Your Travel AcXess Voyage implementation team may require you to attend a post-implementation meeting.

April 19 – 23

You are now in week four of post-transition. The transition to the new Government of Canada DTC, DRCTC, SSBT and Travel Agency Services should now be complete. Use this checklist during the week of April 19 - 23 to ensure completion of this week’s required activities. Once the activity is completed, check off the box in the Implementation Overview Section that corresponds with the completed activity.

Distribute weekly post-implementation end user communications	Prior to this week, American Express will provide you with posters and other promotional material to help you communicate the launch of Travel AcXess Voyage. Distribute these to your department.
Attend post-implementation meeting	Your Travel AcXess Voyage implementation team may require you to attend a post-implementation meeting.