

# Readiness Checklist

## Halo Service Operations

**I have a technical view of Confluence and Jira and my role so far has been answering tickets raised within Test and Trace. As a result I have a crucial role in translating the impacts for my colleagues.**



- Check downstream reporting and let us know if you have any concerns related to the following
- Check impacts listed as outputs of the impact assessment workshops and validate.
- If you have significant dependency on Jira and/or Confluence and use either in a way that is customised to a specific process, please volunteer for UAT
- Brief your team using the materials in this Engagement Toolkit
- Complete the training