

Contractor Checklist – for contractors and hiring businesses

Equipment:

- ID Badge (if required) with correct access permissions set up
- Workstation, desk phone and chair
- Working computer with all correct software tools installed, Internet & email access
- Correct computer user access permissions for all relevant tools/software
- Access to printer/s of correct type
- Internal phone directory
- Contract agreed & signed by both parties, if not previously done
- Contractor-specific policies, including portfolio use of work samples

Orientation essentials:

- A named contact to answer general queries
- A preliminary guided tour (including any relevant site visits)
- Personal introductions to key people
- Floor plans marking stationery store, printers, water/kitchen points, WCs, etc.
- Fire exits and fire muster points – just in case
- Key company information sources – e.g Intranet, Handbook, Noticeboards, etc.
- Other relevant formal/informal rules & working practices
- Company or industry essentials – standards, jargon, acronyms, etc

General processes:

- File naming conventions
- File structure for projects--templates, project files, graphics
- File archive/storage process
- Review cycle intervals
- Review and approval process
- Location of graphics, brand logos etc. & how to use
- Style guide - glossary/acronyms/voice etc.

Project-specific:

- Project information – deliverables, timelines, acronyms, glossary, current status report
- Project personnel – SMEs, reviewers, approvers, roles, locations & contact details
- Project documentation – source & legacy documents, product & marketing materials
- Location of – and access to – current core project documentation
- Documentation plan (including latest due dates)
- Cost centre details for arranging copying, mail, stationery, etc.
- Invitations to all relevant project-related meetings
- Detailed contractor task breakdown
- Contractor reporting line