# Enterprise Implementation Checklist

A practical launch checklist for customer and Postly implementation owners.

## Organization and scope

- [ ] Executive sponsor and organization owners confirmed.
- [ ] Enterprise package and channel allowance confirmed.
- [ ] Brands, regions, business units, and workspace names approved.
- [ ] Channels, account owners, API clients, and AI agents inventoried.

## People and governance

- [ ] Delegated administrators assigned.
- [ ] Permission groups, roles, and approvers defined.
- [ ] Approval, notification, publishing, and Brand Kit resources configured.
- [ ] Bulk invitations reviewed before sending.

## Identity and security

- [ ] WorkOS production project and server secrets configured.
- [ ] Customer organization, SSO connection, and directory identifiers entered.
- [ ] Domains verified by DNS TXT challenge.
- [ ] MFA, SSO, group mapping, session, and IP policies tested.
- [ ] Owner recovery access retained until rollout is proven.
- [ ] Security webhook destination and signature verification tested.

## Content and reporting

- [ ] Channels connected without password sharing.
- [ ] Posting limits reviewed for every destination and reflected in publishing and automation plans. Current policy: postly.ai/legal/daily-post-limits.
- [ ] Approved assets, presets, Brand Kits, and policies migrated.
- [ ] Cross-workspace search, calendar, analytics, and exports validated.
- [ ] Report recipients, schedule, format, and cost-centre allocation approved.

## Operations and procurement

- [ ] Better Stack monitors and status.postly.ai configured.
- [ ] Incident and enterprise support owners named.
- [ ] Recurring subscription and separate one-time onboarding payment verified.
- [ ] Invoice or PO, DPA, and customer-specific support terms approved where applicable.
- [ ] SLA or compliance claims withheld unless evidence and approval exist.
- [ ] Customer offboarding and deletion-confirmation workflow documented.

## Launch approval

| Approval | Owner | Date / notes |
|---|---|---|
| Security | | |
| Identity | | |
| Marketing operations | | |
| Procurement/legal | | |
| Postly implementation | | |