

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.
- ☐ 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		