A better visit starts before arrival.

Use this checklist with your technology provider, site contacts, and field delivery team before scheduling deployment.

01 Define the work

- ☐ Equipment models, quantities, peripherals, and mounting requirements
- ☐ Approved instructions and the field team’s responsibilities
- ☐ Tasks requiring another team, trade, or authorization

02 Prepare the location

- ☐ Site address, access contact, check-in process, and service window
- ☐ Power, network, equipment availability, and safe work-area access
- ☐ Hospital credentialing or other site-specific entry requirements

03 Match the resource

- ☐ Required skills, certifications, and program credentials
- ☐ Availability, travel distance, routing, and visit duration
- ☐ Required tools and escalation contacts

Define complete.
Then close the loop.

04 Agree on testing

- ☐ Name the owners for device configuration, activation, and acceptance
- ☐ Document required connectivity and functional checks
- ☐ Define what happens if a dependency prevents completion

05 Capture a useful closeout

- ☐ Record the site, work order, equipment, visit status, and completion time
- ☐ Collect agreed photos, test results, notes, and acceptance records
- ☐ Identify unresolved items, the responsible team, and the next action

06 Connect the program

- ☐ Align site and work-order identifiers across teams and systems
- ☐ Agree on status definitions and API update flows when applicable
- ☐ Use early-site findings to improve the next deployment wave

Bring your next field program to GW Arrow. info@gwarrow.com