**TeamMate Technical Review & Checklist**

Review the completed checklist with your Internal Audit Team, IT SME and TeamMate Support if needed. Make sure that all questions have been answered based on your environment setup and all documentation has been collected and organized.

If you still have unanswered technical questions after completing and answering the questions addressed in this checklist or have comments or feedback and need further assistance, feel free to contact Jason Verette by E-mail at jason.verette@dir.texas.gov or call 512-936-6934.

* Collect, Organize and Review all documented information for your TeamMate Audit Application with your internal IT SME (Subject Matter Expert), TeamMate Champion or contact TeamMate Support at 1-800-449-8112 to assist with completing this checklist.

1. Validate that all TeamMate Application environments (Dev, Prod etc..) are well documented for all on-premise installations.

1. Servers, IP’s, OS Version(s)

2. Audit Application & Database Versions

3. File Storage Location(s)

4. Collect & Organize All Technical, Security, Accessibility Documentation & Architectural Diagrams.

1. If you are currently using the TeamMate SaaS solution, verify that your IT SME or TeamMate Champion has all documented information from TeamMate Support regarding both your Dev & Prod SaaS instances, any architectural, accessibility and security related technical documents provided by the vendor. Now is the time to reach out to TeamMate Support and verify you have all required documentation regarding your Audit Application Environment.
2. Take the time now to Review & Verify Internal User access to the TeamMate Application. Have your IT SME or TeamMate Champion verify the list of users that have access to the TeamMate Application and their Roles (TeamMate Administrator, Auditor, Contact & Project Roles). All user profiles are located under User Maintenance in Team Admin. Disable, Adjust Roles or add users as needed after verification.

* Verify that you have “successfully” completed backups on all your on-premise servers, applications, databases, and teammate data. If you are currently one of the few organizations that are using Teammate’s SaaS Solution, ask TeamMate Support about their current backup process and availability to previously completed successful backups in case they are needed.

1. Please verify if you have TDE enabled on your 2008 SQL Server Databases and newer versions? TDE stands for (Transparent Data Encryption). TDE offers encryption at the file level and solves the problem of protecting data at rest, encrypting databases both on the hard drive and consequently on backup media. If you confirm TDE is enabled on your SQL Server Databases, verify that your IT SME/DBA understands how to restore your encrypted data properly.

* Discuss your current Application Architecture with your IT SME or TeamMate Application Support. Do you have an on-premise solution, SaaS, Both a Development and Production Teammate Environment?

1. Understand the benefits of each available option? Do you currently have an on-premise solution, but could benefit from a SaaS Solution? Examples of possible benefits of a TeamMate SaaS Audit Management Solution.
2. Lack of Dedicated Internal Application Support Resources
3. Dedicated Infrastructure & Application Support for the TeamMate SaaS solution.
4. Could your agency benefit from both a Dev & Prod Environment that is provided standard in the TeamMate SaaS Solution?
5. Do you have Security Concerns with your on-premise or Sass solution?

* Discuss your current upgrade path to the latest on-premise released version of TeamMate or the process and steps necessary to migrate your current on-premise solution to the TeamMate SaaS solution. Please Note\*\*(None of the list below would be obstacles with the SaaS Solution except for other integrated software) \*\* Contact TeamMate Support to discuss your options and path to a SaaS migration of your current on-premise environment.

1. Identify any obstacles with any of the following items for an on-premise Installation:
2. Verify the need for OS upgrades, New Database Server Version requirements, Aging Infrastructure concerns, or other integrated software with your Audit Management Application that could have compatibility problems.

* Does the TeamMate SaaS solution provide the necessary security requirements for your data and organizational needs and requirements for PII (Personally Identifiable Information), PHI (Protected Health Information), Agency Sensitive data, etc. If you have questions about data classifications within your organization, please contact your general counsel or ISO for guidance.
* How well is the TeamMate Audit Application currently serving its core functions and business requirements within your agency?

1. Audit Functions -Do you have needs that are not provided by your current Audit Application Environment?
2. Reporting for all modules- Are all your core audit reporting needs being meet? Familiarize yourself with all TeamMate reporting capabilities.
3. Security- Have you enabled the single-on functionality in TeamMate, Is Data Encryption enabled at the application or Database level, Review Permissions and Access control for all modules.
4. Application Functionality - (common features/or desired for future needs)
5. Risk assessments, Time Tracking, Review, Sign Off, Replication
6. Hyperlinking to all Microsoft products, from the TeamMate tab to another tab
7. Sampling -Monetary & Random Sample
8. Automatic email communication on sign offs, notes, etc.
9. Surveys

* If you currently have unresolved support tickets or application issues take the time now to have your TeamMate Champion or IT SME follow up or submit a support ticket with TeamMate Support to resolve all environment bugs or issues.
* Does your agency have a need for TeamMate training? How is training being addressed by your agency currently?
* Is Teammate providing the Application Support your IT SME or TeamMate Champion needs and requires?