**Roles and Responsibilities**

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| --- | --- |
| **Role** | **Name** |
| Application Owner | Enter the App Owner’s Name here |

The Application Owner responsibilities include:

* Serving as the primary point of contact for all SSO integration work for the application
* Testing in the development, staging, and production environments during implementation
* Testing after SSO maintenance windows when other apps are added and when EITS implements other changes
* Providing sign-off that testing is successful during activities outlined in the two bullets above.
* Liaising with the any third-party vendors involved in the SSO integration
* Updating EITS when there are any changes to ownership or when the app is decommissioned

Information Security Representative responsibilities include:

* Conducting a security review of the SSO Integration Request prior to the start of any implementation tasks
* Conducting penetration testing in the development, staging, and production environments during implementation
* Providing sign-off that the application meets security requirements in the development, staging, and production environments during implementation

IDM Representative responsibilities include:

* Provisioning test accounts as requested by the application owner in the SSO Integration Request
* Providing support to application owners to integrate SSO in development, staging, and production environments during implementation

**Project Plan**

*Typical project duration is 30 business days or 6 weeks. Should application and/or penetration testing indicate that changes are needed, this timeframe may increase.*

*Progression through this timeline is dependent upon Application Owner sign-off for each instance.*

*A sample timeline is provided on the next page.*

*To determine your tentative go-live date, double-click in the embedded excel table, then enter your project start date in the cell highlighted in yellow.*

*Your tentative go-live date will appear in the cell highlighted in green. This is contingent upon the next available maintenance window. Click outside the embedded excel table to exit the editable table.*

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\*= Tasks with an asterisk are considered milestones that must be achieved to move to the next step.