Reception rollout planner

Plan one entrance first. Add an owner and target date to each row. Keep your existing arrangements available until the replacement has passed your checks and the responsible team has approved the change.

Organisation / site: _____ Review date: _____

Rollout task	Owner / date	Ready / notes
Map entrances, visitor types, staff and daily movements		
Agree who may view, edit, export and manage access		
Review the records to retain, import or archive		
Confirm lawful data use, privacy wording and retention		
Check devices, mounts, power and site connectivity		
Set branding, groups, site rules and host recipients		
Test new/returning visitors and staff departures		
Test mobile access where it is part of your rollout		
Rehearse roll call and connection-loss fallback		
Train reception and nominate cover for absences		
Agree go-live decision and fallback owner		
Review the first week and assign follow-up actions		

Avoid transferring unnecessary historic personal information. Agree import formats and scope before work begins; do not assume a one-click migration or that every existing device is compatible.

Next step: book the rehearsal and handover, then confirm who can approve go-live.

Discussion / follow-up: _____

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