



Project task list and plan

	Action item or task	Date
Establish program foundation	1. Gain support of senior/executive leadership.	
	2. Define payment card program owner (Finance, Accounts Payable, Procurement, Treasury).	
	3. Define project steering committee, project team members and roles.	
	4. Establish card program goals, objectives and philosophy.	
	5. Confirm all contracted documents are reviewed, approved and returned to bank.	
	6. Confirm card program structure. a. Individual vs departmental cards b. Liability structure (corporate or individual) c. Estimated number of cards d. Estimated card spend e. Types of cards (for example, travel card, purchasing card, one card, declining balance)	
Initial technical evaluation	7. Determine where transaction distribution and allocation will take place (for example, U.S. Bank Access® Online, enterprise resource planning (ERP), accounting system). a. If utilizing expense management (Concur, iExpense, Chrome River) software, evaluate configuration integration to ERP system.	
	8. Initial conversation on U.S. Bank/client file format.	
Implementation	9. Transaction file receipt (manual vs FTP secure server).	
	10. Determine payment cycle and dates.	
	11. Card embossing and logo design (optional).	
	12. Complete user ID setup (in conjunction with U.S. Bank).	
	13. Complete pilot enrollment file.	
	14. Complete full enrollment file.	
	15. Test file transmission from U.S. Bank to client.	
	16. Distribute cards.	
Policy and procedure development	17. Develop comprehensive payment card policy.	
	18. Create cardholder, transaction reviewer and payment card team roles and responsibilities document.	
	19. Develop processes and procedure inventory. a: Cardholder application approval b: Card ordering and distribution c: Card suspension and termination d: Limit change approval e: Transaction monitoring	
	20. Develop cardholder agreement.	
Program controls framework	21. Establish merchant category code blocking controls based on policy.	
	22. Establish program hierarchy structure.	
	23. Establish transaction and monthly spend limits based on policy (based on historical spend).	
	24. Establish transaction review and approval workflow (cost object or organizational).	
Training and communication	25. Establish web presence for card program (intranet).	
	26. Develop customer service processes including phone and email addresses.	
	27. Conduct Access Online training for program administrators.	
	28. Conduct Access Online initial training for cardholders (if necessary).	
	29. Communicate and train cardholders, managers and administrators on payment card policies.	
	30. Develop monthly newsletter (post go-live).	