

## Launch Checklist

### Fast Track to Launching Your Healthcare Staffing Agency

#### GETTING STARTED

*(9 Weeks Prior to Launch)*

OPERATIONS		COMPLETED
<input type="checkbox"/>	Confirm access to QM emails (personal and team)	
<input type="checkbox"/>	Confirm access to all QM software (Learning Management System, Circle, and HubSpot)	
<input type="checkbox"/>	Confirm receipt of initial welcome email	
<input type="checkbox"/>	Confirm receipt of the Brand Standards Manual	
<input type="checkbox"/>	Confirm initial connection to Accountability Coach	
<input type="checkbox"/>	Submit written acknowledgment of official territory to HQ	
TRAINING		COMPLETED
<input type="checkbox"/>	Confirm access to initial training	
<input type="checkbox"/>	Watch Onboarding Kick Off Call	
<input type="checkbox"/>	Watch HubSpot and Circle software tutorial videos	
<input type="checkbox"/>	Review Brand Standards Manual	
COACHING		COMPLETED
<input type="checkbox"/>	Weekly check-in with Accountability Coach: Get to know you - review business strategy and plan for training/goals & vision (discuss how to plan revenue goal and types of niches to focus on)	
<input type="checkbox"/>	Submit this module's completed Launch Checklist form from Hubspot	