

# PCMG ARO CHECKLIST

SELECTION	Are all relevant internal functions involved in the selection process? <i>(add link to guidelines)</i>	<input type="checkbox"/>
	Have you documented all deviations from your standard selection process?	<input type="checkbox"/>
	If the ARO is new, is it possible to visit (in person or virtually) to assess capabilities?	<input type="checkbox"/>
COMMUNICATION	Do you understand who the key Internal and external stakeholders are? What is the structure of the ARO and other interested parties?	<input type="checkbox"/>
	Have you considered local cultural and country differences? E.g. contracting in Japan/China	<input type="checkbox"/>
FINANCIALS	Have you checked your company's policies & procedures regarding payments to AROs (fair market value processes)? <i>(add link to guidelines)</i>	<input type="checkbox"/>
	Can you be more flexible on your payment schedule to accommodate ARO financial constraints?	<input type="checkbox"/>
CONTRACTING	Can you start with the ARO's contract template (to speed up the contracting process)? <i>(add link to guidelines)</i>	<input type="checkbox"/>
	Do you have specific ARO contract templates/clauses available?	<input type="checkbox"/>
	Have you agreed a clear definition of publication with your internal stakeholders?	<input type="checkbox"/>
	Have you discussed GDPR requirements at an early stage?	<input type="checkbox"/>
GOVERNANCE	Has governance (at an appropriate level) been established for the relationship?	<input type="checkbox"/>
	Is there a plan to monitor performance carefully at the early stages of the relationship?	<input type="checkbox"/>