

Systems Integration Planning and Data-Mapping Checklist

Instructions

Use this workbook independently with the people who own and perform the work. Record evidence, assumptions, disagreements, and open questions. Do not force a universal answer or rely on invented benchmarks. Professional technical, legal, financial, security, accessibility, or operational assessment may be appropriate for complex, sensitive, regulated, or business-critical decisions.

Connection purpose

Prompt	Notes, evidence, owner, and next action
Business event and owner	
Source, destination, and system of record	
Timing, volume, and dependencies	
Authorized data and retention	

Data map

Prompt	Notes, evidence, owner, and next action
Source and destination fields	
Meaning, type, and required status	
Transformation, identifier, and validation	
Sensitivity and permitted use	

Operating controls

Prompt	Notes, evidence, owner, and next action
Authentication and least privilege	
Rate limits, errors, and retries	
Duplicate protection and monitoring	
Reconciliation and incident owner	

Recovery and change

Prompt	Notes, evidence, owner, and next action
Outage behavior and manual fallback	
Replay, rollback, and validation	
Credential rotation and schema changes	
Owner and review cadence	

This resource is educational and does not guarantee a result. Visit outlookintensified.com/resources/ for the accessible webpage and related guidance.