

## **CHECKLIST TIME**

If you don't want to miss a thing, use our checklists!

| PREPARATION - VIRTUAL TOURNAMENT |   |
|----------------------------------|---|
|                                  | Tournament date set   |
|                                  | Tournament duration set                                     |
|                                  | Virtual conference platform confirmed                       |
|                                  | Supported programming languages                             |
|                                  | Local point of contacts nominated and informed              |
|                                  | Executives or managers for virtual presentation and intro   |
|                                  | User on-boarding strategy (pre-registration, invites sent)  |
|                                  | Virtual or mail-friendly prizes organized for top 3 winners |
|                                  | Secure Code Warrior prizes organized for top 3 winners      |
|                                  | Tournament opening and intro presentation prepared          |
|                                  | Post tournament feedback survey prepared                    |



## **CHECKLIST TIME**

| COMMUNICATION - VIRTUAL TOURNAMENT |  |
|------------------------------------|--|
|                                    | Senior management/team lead buy-in               |
|                                    | Social media posts                               |
|                                    | Tournament posters promoted on internal channels |
|                                    | Expression of interest emails sent to developers |
|                                    | Calendar invites for tournament sent             |
|                                    | Secure Code Warrior promotional videos shared    |
|                                    | Developer communications sent                    |
|                                    | Developer stand-ups for tournament reminders     |
|                                    | Email communication reminders                    |
|                                    | Achievement certificates prepared                |

## Secure Code Warrior Platform How-To Help Create teams in Secure Code Warrior Create a tournament Create an on-boarding message Extract reports and metrics