

## Creative Content Exchange – Technical Readiness Checklist

**Content Partner name:**

**Content Partner CCE Owner:**

**Intended 'Go Live' Date:**

**Your Team**

Role	Primary Contact (name, email)	Secondary Contact (name, email)
<b>Legal/Compliance</b>		
Reviews and signs the Terms and Conditions		
Reviews the Licencing templates (EULA)		
Owns legal obligation conversations, such as on data protection, insurance, and IPO		
<b>Collections</b>		
Provides insight on the collections available		
Decides which content to list on the CCE		
Provides additional metadata as required		
<b>Data/Technical</b>		
Works with the CCE Solutions Architects to enable data connection		
Supports with amending metadata, data structure, where required		
Takes ownership of the Technical Readiness Checklist		
<b>Product</b>		
Designs the packaging of the product (tagging, metadata, samples etc.)		
Creates and lists products on the platform		
Provides User details for The CCE Platform		
<b>Commercial</b>		
Works with Product on CCE offering		
Decides pricing of content sets		

Works with Legal on Licensing Templates (EULA)		
Uses feedback from CCE to develop new offerings		