

DPP Project Kickoff Checklist

Use this before requesting supplier data or configuring a DPP platform.

Area	Kickoff check	Done
Scope	Representative product/SKU agreed; product population defined; out-of-scope items recorded.	☐
Legal basis	Applicable regulation/delegated act identified; current Commission guidance checked.	☐
Responsibility	Economic operator and internal project owner identified.	☐
Data map	Requirement matrix created with IDs, applicability and access/audience.	☐
Sources	Existing ERP/PLM/QMS files, declarations, certificates and technical documents inventoried.	☐
Suppliers	External dependencies identified; requests include evidence and revision/date.	☐
Confidentiality	NDA/data-sharing route agreed if needed; minimum necessary documents selected.	☐
Implementation	Likely DPP host/service provider, Registry and identifier responsibilities identified.	☐
Change control	Process owner identified for data updates after launch.	☐
Handover	Expected output format and review/sign-off method agreed.	☐

A useful pilot starts with one representative product and a fixed scope. Do not wait for perfect enterprise-wide data before testing the process.

Use note: This is a practical preparation aid, not legal advice, certification, conformity assessment or an authoritative interpretation of EU law. Product-specific obligations must be checked against the applicable legislation and current delegated/implementing acts.