

Offboarding Checklist

Working checklist for a member's transition out of RIPLRT. The signable version lives at [/forms/offboarding-checklist.md](#). See Ch. 19.

Member: __ **Role:** __ **Last day:** __ **Mentor:** __

Knowledge & continuity handoff

- ☐ Repos, docs, and tasks transferred to successor(s)
- ☐ Each active project documented: status, next steps, locations
- ☐ All code committed/pushed; notebooks render; data stored per governance
- ☐ Variable dictionary + project operating manual updated
- ☐ Successor has needed access

Credit & products

- ☐ Authorship/contributorship confirmed on in-progress + completed products
- ☐ Plan agreed for completing in-progress manuscripts (and who leads)
- ☐ Departing member's earned credit preserved

Access & security

- ☐ Access revoked appropriately (accounts, repos, drives, data environments)
- ☐ Equipment / restricted materials returned or handled
- ☐ No restricted data retained on personal devices

Relationship & growth

- ☐ Final IDP review
- ☐ References / recommendation letters / sponsorship discussed
- ☐ Added to alumni record; staying-in-touch plan
- ☐ Exit stop/start/continue conversation captured

Sign-off: Member __ **Mentor/PI** _ **Date** __