

		Year ends December 13, 2017 and before			Year ends December 14, 2017 and later		
YOUR CURRENT SUBSCRIPTION	ENGAGEMENT TYPE	JAZZIT FILES TO USE	WHAT TO DO Jazzit Administrators	WHAT TO DO File Preparers	JAZZIT FILES TO USE	WHAT TO DO Jazzit Administrators	WHAT TO DO File Preparers
CPEM	REVIEW (& compilation)	CPEM Review Master CPEM Review KLIB	Update as usual. Download -new CPEM Review Master -new CPEM Review KLIB to replace existing files.	Update as usual. Make sure path to resource centre in JZPCKEY Control Document in each client file is set correctly.	PEG Review Master PEG Review KLIB	Move to PEG Checklists. 1.Download: - new PEG Review Master - new PEG Review KLIB 2.Delete old CPEM Review Master and CPEM Review KLIB files	1.Delete all existing CPEM checklist documents from client files. 2.Use copy components to bring new PEG review checklists in client files. 3.In client file be sure to set path to resource centre in JZPCKEY Control Document.
	AUDIT	PEG Audit Master PEG Audit KLIB	Move to PEG Checklists. 1.Download -new PEG Audit Master -new PEG Audit KLIB 2.Delete old CPEM Audit Master and CPEM Audit KLIB files.	1.Use copy components to replace existing JZPCKEYA Control Document in client files with new one from PEG Audit Master. 2.When new JZPCKEYA Control Document is in client file set path to new PEG Audit resource center. 3.Update templates within client files as necessary.	PEG Audit Master PEG Audit KLIB	Move to PEG Checklists. If you haven't already done so, 1.Download: - new PEG Audit Master - new PEG Audit KLIB. 2.Delete old CPEM Audit Master and CPEM Audit KLIB files	1.Use copy components to replace existing JZPCKEYA Control Document in client files with new one from PEG Audit Master. 2.When new JZPCKEYA Control Document is in client file set path to new PEG Audit resource center. 3.Update templates within client files as necessary.
PPM	REVIEW (& compilation) OPTION 1	CPEM Review Master CPEM Review KLIB	Move to CPEM Checklists. 1.Download - CPEM Review Master - CPEM Review KLIB 2.Delete old PPM Audit Master and PPM Audit KLIB files	1.Delete all existing PPM checklists from client files. 2.Use copy components to bring new CPEM review checklists in client files. 3.In client file be sure to set path to CPEM resource centre in JZPCKEYA Control Document.	PEG Review Master PEG Review KLIB	Move to PEG Checklists. 1.Download: - new PEG Review Master - new PEG Review KLIB. 2.Delete old PPM Review Master and PPM Review KLIB files	1.Delete all existing PPM checklist documents from client files. 2.Use copy components to bring new PEG review checklists in client files. 3.In client file be sure to set path to PEG resource centre in JZPCKEY Control Document.
	REVIEW OPTION 2	PPM Review Master PPM Review KLIB	No Action – no current revisions available	No Action – no current revisions available	PEG Review Master PEG Review KLIB	Move to PEG Checklists. 1.Download: - new PEG Review Master - new PEG Review KLIB. 2.Delete old PPM Review Master and PPM Review KLIB files	1.Delete all existing PPM checklist documents from client files. 2.Use copy components to bring new PEG review checklists in client files. 3.In client file be sure to set path to PEG resource centre in JZPCKEY Control Document.
	AUDIT OPTION 1	PEG Audit Master PEG Audit KLIB	Move to PEG Checklists 1.Download: - new PEG Audit Master - new PEG Audit KLIB 2.Delete old PPM Audit Master and PPM Audit KLIB files	1.Delete all existing PPM checklists from client files. 2.Use copy components to bring new PEG audit checklists in client files. 3.In client file be sure to set path to PEG resource centre in JZPCKEY Control Document.	PEG Audit Master PEG Audit KLIB	Move to PEG Checklists. 1.Download: - new PEG Audit Master - new PEG Audit KLIB 2.Delete old PPM Audit Master and PPM Audit KLIB files.	1.Delete all existing PPM checklist documents from client files. 2.Use copy components to bring new PEG review checklists in client files. 3.In client file be sure to set path to PEG resource centre in JZPCKEYA Control Document.
	AUDIT OPTION 2	PPM Audit Master PPM Audit KLIB	No Action – no current revisions available	No Action – no current revisions available	PEG Audit Master PEG Audit KLIB	Move to PEG Checklists. 1.Download: - new PEG Audit Master - new PEG Audit KLIB 2.Delete old PPM Audit Master and PPM Audit KLIB files	1.Delete all existing PPM checklist documents from client files. 2.Use copy components to bring new PEG review checklists in client files. 3.In client file be sure to set path to PEG resource centre in JZPCKEYA Control Document.