

Maze Implementation Checklist for Enterprise Teams

Looking to implement Maze across your enterprise? Here's a checklist to ensure clear governance, efficiency, scalability, and security for your entire organization and beyond.

Step 1: Define research governance & admin setup

Item	Done?	N/A	Comments
Appoint governance owner (Research Ops/Product Ops/Design)	<input type="checkbox"/>	<input type="checkbox"/>	
Document research creation/sharing/management policy	<input type="checkbox"/>	<input type="checkbox"/>	
Configure workspaces by org structure (department/product/region)	<input type="checkbox"/>	<input type="checkbox"/>	

Step 2: Configure roles, permissions, and SSO

Item	Done?	N/A	Comments
Assign owner(s) and admin(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Assign editor and collaborator roles	<input type="checkbox"/>	<input type="checkbox"/>	
Verify project/workspace creation and deletion rights	<input type="checkbox"/>	<input type="checkbox"/>	
Enable single	<input type="checkbox"/>	<input type="checkbox"/>	

sign-on (SSO) in security settings			
Test SSO with pilot user groups	<input type="checkbox"/>	<input type="checkbox"/>	
Review billing/invoice access and role management	<input type="checkbox"/>	<input type="checkbox"/>	

Step 3: Integrate Maze with core tools

Item	Done?	N/A	Comments
Connect Figma and import a prototype	<input type="checkbox"/>	<input type="checkbox"/>	
Build a sample maze (mission block + prototype)	<input type="checkbox"/>	<input type="checkbox"/>	
Connect Slack and post to target channel	<input type="checkbox"/>	<input type="checkbox"/>	
Integrate Jira/Notion/Miro as needed	<input type="checkbox"/>	<input type="checkbox"/>	
Validate permissions and data flow across integrations	<input type="checkbox"/>	<input type="checkbox"/>	
Document integration steps	<input type="checkbox"/>	<input type="checkbox"/>	

Step 4: Train/onboard product, design, and research teams

Item	Done?	N/A	Comments
Define onboarding goals and core use	<input type="checkbox"/>	<input type="checkbox"/>	

cases			
Schedule sessions with Maze Customer Success	<input type="checkbox"/>	<input type="checkbox"/>	
Share internal docs and Maze Help Center links with team	<input type="checkbox"/>	<input type="checkbox"/>	

Step 5: Scale rollout across departments

Item	Done?	N/A	Comments
Create a cross-department rollout roadmap	<input type="checkbox"/>	<input type="checkbox"/>	
Define single source of truth for insights	<input type="checkbox"/>	<input type="checkbox"/>	
Establish documentation and communication channels	<input type="checkbox"/>	<input type="checkbox"/>	
Embed Maze into design/dev/marketing/CX workflows	<input type="checkbox"/>	<input type="checkbox"/>	
Review adoption quarterly and refine governance	<input type="checkbox"/>	<input type="checkbox"/>	