

Team Password Manager Rollout Checklist

A step-by-step checklist for rolling out a password manager to a small business team (2-25 people).

Before you choose (week 0)

- Count seats you actually need: employees + contractors + shared service accounts.
- List your must-haves: SSO/Google Workspace login, shared vaults, admin offboarding controls.
- Confirm budget as cost per user per month x 12 — annual billing is usually cheaper.
- Shortlist 2-3 tools and start a free business trial with your real team, not a test account.

Setup (week 1)

- Create the company account with a dedicated admin email (not a personal inbox).
- Turn on two-factor authentication for the admin account before inviting anyone.
- Create shared vaults by function (e.g., Marketing, Ops, Dev) — not one big shared vault.
- Set a password policy: minimum length, generator required for new credentials.

Team rollout (weeks 2-3)

- Invite a 2-3 person pilot group first; fix onboarding friction before the full team.
- Have each member install the browser extension and mobile app on day one.
- Migrate shared logins into shared vaults; delete them from spreadsheets and chat history.
- Run a 15-minute walkthrough: saving, autofill, sharing, and what NOT to store.

Lock it in (week 4+)

- Enable offboarding: document how to revoke a departing member in under 10 minutes.
- Review the security dashboard monthly for weak, reused, and breached passwords.
- Schedule an annual pricing review — per-seat tiers change often.

Source: toolstacktoday.com — Honest SaaS reviews for small teams. This checklist is general guidance, not security or legal advice.