

Implementation Plan

Step 1 Pre - Implementation	Identify Key documents, reports Identify desktops, configurations, remote access Stakeholders Kick-Off Prepare implementation Plan Schedule Identify any Phases required for multi-site/multi-company
Step 2 Initial Installation	Install Standard training Company Database Take Snapshot of live data (existing system) Initial user group installation Initial user training and 80/20 walk through
Step 3 Data Validation and Software Changes	Initialization of Test Company database (1 st pass your data) Validation of Data conversion Initial delivery of key document changes Initial delivery of software changes Intermediate User Training
Step 4 Pre-Production	Final Software Changes 10-20% parallel user Process review Final Software changes
Step 5 Production	Final Data Load (2 nd Pass Live Data) On Site Support for Cutover

Plans can vary with project size and scope. e.g.

- Small business implementations generally – flatten out to three step 1,3,5
- Large projects may expand step 3 to multiple steps dependent on complexity and integration efforts of customizations

All work can be done either remotely or on site given that users community network is internet accessible and that local user is available to perform physical requirements.