



## **Premier Computing Typical Implementation Plan**

### **Phase 1 - Project Preparation**

- Complete Needs Analysis
- Software Acquisition
- Hardware Requirements and Acquisition

### **Phase II - Project Definition**

- Project Kick-off Meeting
- Software installation
- Workflow analysis - Interviews with functional leads
- Complete Preliminary Gap list
- GL Account Migration ( If Needed)
- Baseline Application Setup
- Introductory Training for Project Champions
- Decision Support Documentation – 1<sup>st</sup> Round
- Test Transaction Processing
- Test Managerial and Financial Output

### **Phase III - Design**

- Design Gap Resolutions – Functionality
  - Functional Business Requirements documents
  - Approval and Prioritization
  - Technical Design Specifications
- Design Gap Resolutions – Reports
  - Report Design Specifications
  - Approval and Prioritization

### **Phase IV - Development**

- Develop Gap Resolutions
  - Modifier / VBA, Dexterity, SQL, Report Writer, Crystal Reports
- Test Gap Resolutions
- Install Gap Resolutions
  - Custom Dictionaries, Modified Reports and Forms, VBA Projects, Custom Reports
- Document Gap Resolutions
- Data Migration
  - Define Data to be Migrated
  - Define format for import source files
  - Identify control reports for data validation
  - Make changes to master record ID's
  - Perform and Validate test migrations
  - Develop Training Manuals

- Documentation on new functionality
- Cheat-sheets
- Flow documents
- Final Application Setup

### **Phase V - Final Design Testing**

- End-User Classroom Training
- Final Process Testing
  - Transactions processing per functional area
  - Managerial Output
  - Financial Output
- Acceptance of migrated data

### **Phase VI - Go Live**

- Fine tune adjustments / system tweaks
- Complete Go Live Checklist
- Go Live
- Onsite support
- Month End support

