**Course**: MIS 342

**Task #7**: Implementation Deliverables

**Due Date:** May 31, 2015 (by 6PM)

**Project:**The Con Notification System

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1. **The choice of Conversion Style:**

In order to properly prepare for a successful change from the as-is system to the to-be system our team recommends the following conversion strategy. For conversion style we would recommend parallel conversion. While it increase the workload and the time of the conversion, it allow the new system to be tested in real time and see if the data format matches. It also provide a safety net in case the new system has bugs or crashes. The choice of conversion style is crucial as it can bring a lot of problems to the company.

1. **Preparing the technology:**

The second step to making this system a success would be to prepare the technology. In the first step to this we would want to be sure that all users have the proper hardware. In this manner we would insure that users were able to either access our system on their phone or via a laptop. Secondly we would want to make sure our system is properly installed on each compatible device. In doing so we would be insuring that the new system would be used. The final step would be to convert the data. This may mean taking older entries and re-entering it into the system.

1. **Adequate training :**

It is extremely crucial to have a knowledgeable team designated to train the new employees on the new system. Preparing training documentations and training sessions with be beneficial as it will save time and motivate the employees. The designated team can create different training sessions/slots to train on boarding members and to answer any questions that they may have. The training could be done in a classroom environment or via online if new employees are not able to make it to a instructor led classroom training session. Documentations should be provided to the new members including the standard operating procedures so they can refer back to the training materials and guidelines if they have run into any problems. In the document, there should be some troubleshooting techniques to guide through problems if they do occur and where to obtain help.

1. **Compelling reasons for change**

In the case of the notification system, it is important to show the employees the benefits that they will reap by using the new system. They will have more control over the work they, be able to maximize their time and also train on valuable new systems that will increase their skillsets and increase their value. It will also decrease the pain they have to look for the solutions they used to solve previous incidents.

1. **Compelling organizational reasons for change**

A few compelling reasons for organizational change are risk of bankruptcy, acquisition, and government regulation. If the people who must embrace the new changes being made do not understand why the organization is making the change then they will be less certain that the change will occur. In order to implement the change a cost-benefit analysis must be performed based on the viewpoint of the organization. Along with that, a vigorous information campaign must be launched in order to explain the results to everyone.

1. **Staff and end user involvement**

Everyone in the company has to be involved in the change process. From the CEO to the end users. Management feedback is not enough to make a successful change. In fact, end users opinions and involvement are more important since they will be the one using the systems the most. Management will be involved because of the money invested but it is crucial to involve the users by having meetings with them, keeping them updated and asking for their feedback.

1. **Clear path of change:**

It will be important to set a clear plan for how we will migrate to a new system. This means posting dates and deadlines for when transitions will occur and adhering to them. It also means letting the employees involved know the full migration plan so that there are no surprises. Having a plan will help the employees feel like there is still a structure in place, which will help them transition. It also helps any upper level management involved feel comfortable that this is a well thought out plan and that the costs and benefits have been compared.

1. **Management involvement**

A migration plan without the support of credible management will be difficult to implement successfully. For a migration plan to work, the plan needs to be endorsed and followed by management. It is critical that management commits to the plan and follows it closely, because they need to lead by example and convince everyone involved in the transition that this is a worthwhile project and will benefit the company.