Scope

|  |  |  |  |
| --- | --- | --- | --- |
| **Ownership Group:** |  | **Point of Contact:** |  |
| **Technical Writer (TW):** |  | **Contact Information:** |  |
| **Subject Matter Expert (SME):** |  | **Contact Information:** |  |
| **Responsible for [Task]:** |  | **Responsible for [Task]:** |  |
| **Anticipated Publish Date:** |  | **Project End Date:** |  |
| **Possible Roadblocks:** |  | **Possible Resolutions:** |  |
| **Questions/Comments:** |  | | |

Details (each article should be listed as its own line item)

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| B | **Text**  Text |

Implementation Plan:

Each implementation contains three main functions:

**1. Project Scope**

**2. Product Delivery**

**3. Training & Onboarding**

1. **Project Scope** is the phase where we agree upon commitments, timelines and key information relevant to the deployment. The information gathered during this phase of the deployment is critical to the success of the overall project.
2. Once information is gathered during Project Scope, Edovo will begin the **Product Delivery** phase. Edovo will configure the customer environment and send the necessary equipment to GTL for facility specific configuration. During the customer’s install we will begin to schedule the next phase.
3. The **Training and onboarding** approach will be determined mutually between GTL and Edovo. All customers will have access to a resource page where they can access all training related materials and guides.

Detailed Process Steps:

1. Project Scope

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| **✔** | **Tasks** |
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1. Product Delivery

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| --- | --- |
| **✔** | **Tasks** |
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1. Training and Onboarding

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| --- | --- |
| **✔** | **Tasks** |
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-SMO to give customers 60-90 days ahead of cutover goal date in order to establish awareness and gain approvals for content uploads

-Kick off call to talk about what we’re going to accomplish in the next steps; CFPB to identify who they want us to work with; content, programs, etc. the impacted parties that the Bureau is going to change.

1. Roles and Participants

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| --- | --- | --- |
| **Participant Title** | **Name** | **Email** |
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1. Document Publication Timeline Schedule

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| --- | --- | --- | --- |
| **Deliverable** | **Status** | **Valid To** | **Comments** |
| Kick Off Meeting |  |  |  |
| Custom Content / Course Translations |  |  |  |
| Engineering Tablet/ROM Testing |  |  |  |
| SOW |  |  |  |
| GTL Networking / Tech Support Review/Remediation |  |  |  |
| GTL Internal Kickoff |  |  |  |
| Server Ordered |  |  |  |
| Customer Kickoff |  |  |  |
| Student End-By Date |  |  |  |
| Servers Configured |  |  |  |
| Server shipped |  |  |  |
| Server Received |  |  |  |
| Server Installation |  |  |  |
| Virtual Customer Training |  |  |  |
| Go-Live |  |  |  |
| Customer Transition to Support |  |  |  |

1. Notes

Action Items:

* List any action items that must be completed and by whom