Training

We plan to meet with our sponsor and several employees of the department for a brief training session to walk them through the new system, with the aid of our help document. We do not anticipate this taking longer that one hour.

System Change Over

Before this project, there was no robust inventory management system in place. Department employees simply took assets from the storage room when needed and returned them when done. For this reason, system change over will be simple. After the training session outlined above, we will give full control of the system to our project sponsor, along with the step-by-step help document. The data conversion process is outlined below.

Data Conversion

As mentioned in the previous section, there was no robust inventory management system in place before this project was undertaken. This means that we don’t face data conversion, but rather data entry. This process has been discussed with the sponsor, and will be handled entirely by her employees after the system change over is complete.