IMPLEMENTATION PLAN

Version 1 (last updated 27/03/2022)

Team:
Melvin Thomas – 29816262
Guangwei Chen (Harry) – 28258320
Disha Patel – 31586155
Jingyun Geng (Josh) -30888670

INTERODUCTION:

This implementation plan is mainly to implement the existing system to see if it meets the needs of customers. This implementation plan is mainly to implement the existing system to see if it meets the needs of customers. The implementation plan requires the development team and the client to evaluate the system in many aspects (see Schedule for details). Therefore, clients are required to conduct intensive interaction during this period to ensure successful implementation.

Key contacts for the implementation:

Team Email	Mentor Email
mtho0019@student.monash.edu dpat0026@student.monash.edu jgen0005@student.monash.edu gche0005@student.monash.edu	paul.croucher@monash.edu scott.xie1@monash.edu apurba.nath@monash.edu

SCHEDULE OF IMPLEMENTATION:

	Items/task	Dates	Duration	Involvement needed
Iteration 1	Agreement of expectations for iteration 1 The team will present what value will be delivered in iteration	10/03/2022	30 min	Client and Team
	Prepare the site, competed the required task form the tech document	24/03/2022	2 hours	Team
	Data Conversion enter all staff records to the system	26/03/2022	15 min	Client and Team
	Complete Training with the staff members and admins	26/03/2022	15 min	Staff members Client Team
	Acceptance testing	28/03/2022	4 days	Client
	Go live	01/04/2022	1 hour	Client and Team
	Post implementation review	04/04/2022	30 min	Client and Team

ANY IMPLEMENTATION IMPACT/RISKS AND CONTINGENCIS/ SECURITY AND PRIVACY:

1) Ongoing Operational Tasks
   a) Adding Users, Training Modules, and Tasks will be done in the system
   b) Documents from previous systems are to be sorted and managed through the new system
   c) Users training, Agreement of Policies and Procedures are done within the system
2) Maintenance Tasks
   a) Admin needs to update the users access to every month to make sure each user is up to date with the staff in the business
   b) Any documents and training modules that are not up to date needs to be sorted to fit the needs of current users for relevant information
3) Business Process
   a) Administrators are responsible for giving access to staff's for entering the system and create/edit/remove knowledge documents and Training Plan
   b) Staff members are required to login to the system to access their training and receive their required documents to be used for work.
   c) Staff members will receive their training modules through the system, this consists of tasks that are mandatory to be completed
   d) Staff members will have access to knowledge articles through the system knowledge base.
4) Risks
   a) Currently there are no risks identified

IMPLEMENATION SIGN OFF:

I, _____, have reviewed and approved the functions of entire system described in this report and are happy that they currently fit my business needs.

Hereby, I accept the system so far (including all the available functions) designed by Team 102 OR I have reviewed and approved the entire system dependent on the following changes: ……………………………….

Client Signature: _____
Date: _____
Team Client Liaison Signature: _____
Date: _____
Monash Lecturer Signature: _____
Date: _____