IRR: Implementation Readiness Review

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Evolve or Dissolve

**Installation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel** | **Task** | **Start time** | **End time** |
| Local IT staff and project management team | Install additional workstations needed by the sales associates | 04/20/2020 | 04/30/2020 |
| Microsoft and PCA IT staff | PCA developers will ensure the application and SQL are set up on Azure | 05/1/2020 | 05/01/2020 |
| Local IT staff | AFCRS application installed on workstations | 05/01/2020 | 05/01/2020 |

**Training**

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| --- | --- | --- |
| **Task** | **Responsible** | **Target Date** |
| Train IT staff on access and management of Application and SQL database on Azure | PCA developer | 05/02/2020 |
| Train IT staff on application features | PCA developer | 05/02/2020 |
| Train all Alfa Flooring staff on application | IT technicians | 05/04/2020 and forward |
| Record training of individuals | Training research team | 05/04/2020 |
| Distribute Instructional material to staff | IT technicians | 05/04/2020 and forward |
| Update training materials as needed with new staff or software versions | IT Technicians | 05/04/2020 and forward |

**Maintenance Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Maintenance Type** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Windows security updates: | x | x | x | x | x | x | x | x | x | x | x | x |
| Workstation maintenance: | x |  |  | x |  |  | x |  |  | x |  |  |
| Ensure SQL backups: | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily |
| Security checks: | x |  | x |  |  | x |  | x |  | x |  | x |
| Test SQL backups |  |  | x |  |  |  |  | x |  |  |  |  |

**Transition**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsibility** | **Deadline** |
| Implementation Meeting | Sponsor/Manager | 04/20/2020 |
| Begin use of AFCRS | Sponsor/manager | 05/05/2020 |
| Software support | PCA Developers per contract, if issues are discovered and upgrades when additional requirements are identified | 05/02/2020 |
| There is no need for a shutdown of old system because the legacy POS system will still be utilized by the AFCRS | PCA and local IT staff | No deadline |

**Support**

* Project management and system development team consists of the Alfa Flooring team, Patricia Acevedo, Brooke Benfield, Mark Haxton, and Neha Thota.
* Manuals and software documentation will be developed and provide by PCA developers to provide technical instructions for accessing and using the cloud services and the application itself.
* Local support will be provided by local IT technicians
* Application technical support will be provided by PVA developers.

**Version and Update Rollout Plan (ALM)**

* Per the contract with PCA, software enhancements will be made when additional requirements are identified and deemed necessary by the sponsor/manager of Alfa Flooring.