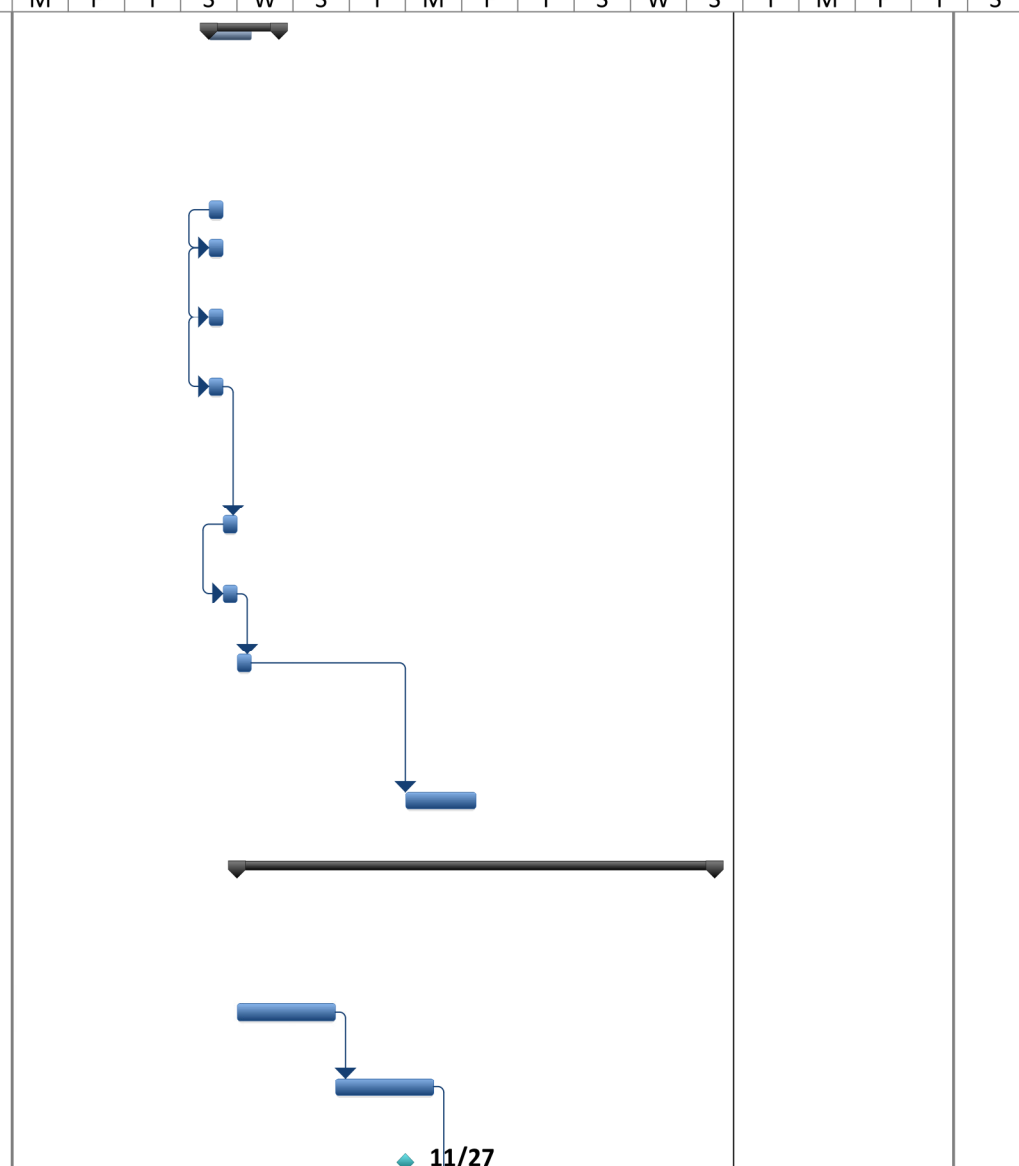


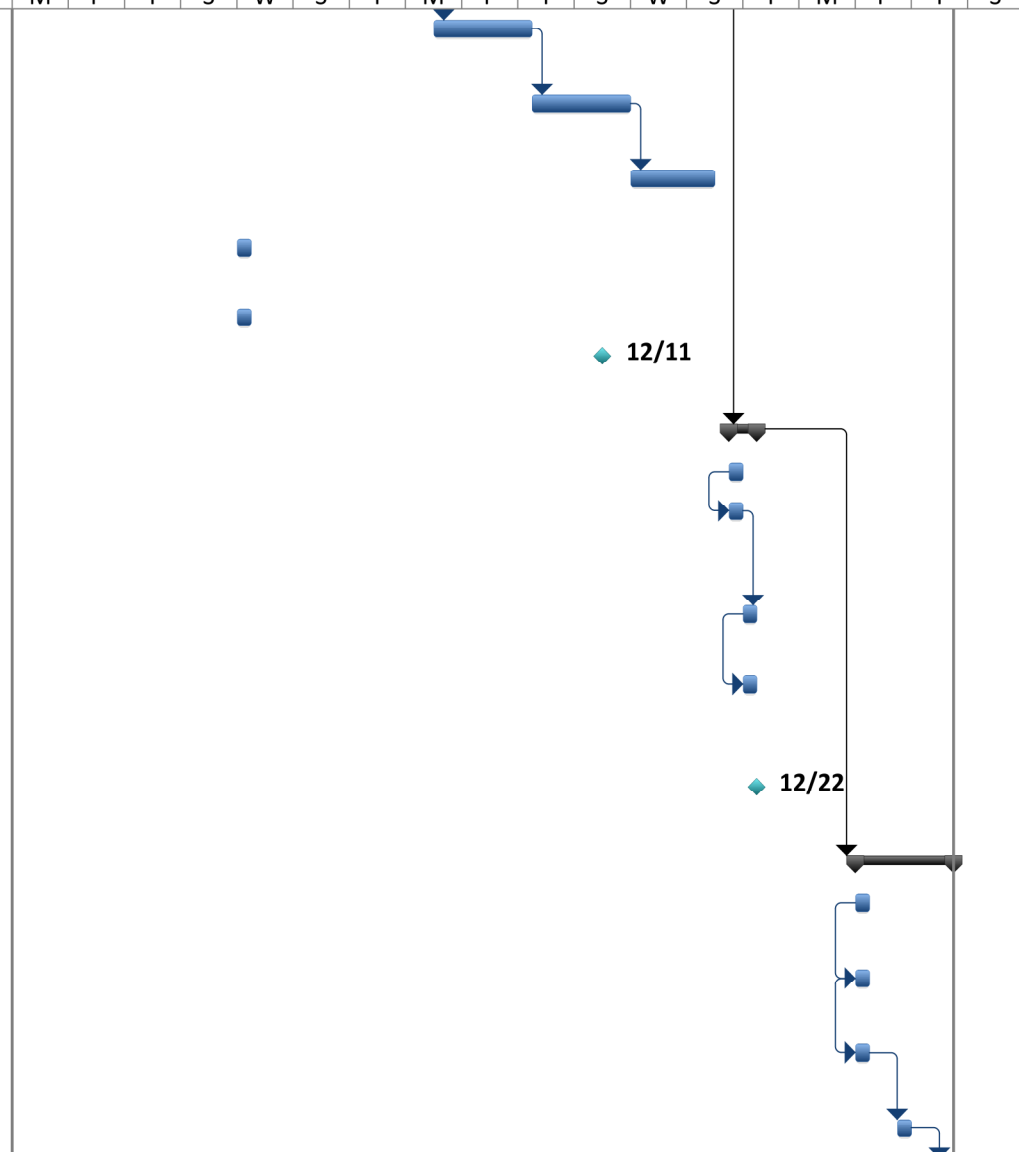
OpenKM Implementation Project Plan for [REDACTED]

ID	Task Name	Start	Finish	22, '17			Nov 5, '17			Nov 19, '17			Dec 3, '17			Dec 17, '17			Dec 31, '17		
				T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T
1	PROJECT PRE-LAUNCH STEPS	Wed 11/1/17	Thu 11/2/17																		
2	Setup and conduct pre-launch meeting at client site	Wed 11/1/17	Wed 11/1/17																		
3	Assign project points of contact from client side: one functional personnel and one IT personnel.	Wed 11/1/17	Wed 11/1/17																		
4	Collect initial server sizing information: number of concurrent users, documents, folders, etc.	Wed 11/1/17	Wed 11/1/17																		
5	Provide recommendation for configuration: Hardware, Operating System, RAM, Disk Storage, etc.	Thu 11/2/17	Thu 11/2/17																		
6																					
7	INITIAL SERVER SETUP	Mon 11/6/17	Mon 11/13/17																		
8	Prepare server (hardware) on which OpenKM will be installed	Mon 11/6/17	Mon 11/6/17																		
9	Download and install all necessary software and latest Operating System patches on server on which OpenKM will be installed	Mon 11/6/17	Mon 11/6/17																		
10	Download licensed version of OKM Professional software from designated site to server on which OpenKM will be installed	Mon 11/6/17	Mon 11/6/17																		
11	Open a connection from server to the internet and install a remote access tool such as Microsoft RDP or TeamViewer	Tue 11/7/17	Tue 11/7/17																		
12	Test RDP Before OKM Loggin	Wed 11/8/17	Wed 11/8/17																		
13	Install OpenKM on client system through remote access	Thu 11/9/17	Thu 11/9/17																		
14	MILESTONE 1 - Review Issues	Mon 11/13/17	Mon 11/13/17																		
15																					
16	USAGE PREPARATION	Mon 11/13/17	Mon 12/18/17																		

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17	Conduct analysis sessions to finalize any requested custom functionality such as workflows, reports, automations, scheduled jobs, etc.	Mon 11/13/17	Fri 11/17/17																		
18	Identify system users	Mon 11/13/17	Mon 11/13/17																		
19	Identify required roles, security levels, and permissions	Mon 11/13/17	Mon 11/13/17																		
20	Identify document file plan / taxonomy	Mon 11/13/17	Mon 11/13/17																		
21	Identify document storage categorization strategies: categories, keywords, and/or metadata.	Mon 11/13/17	Mon 11/13/17																		
22	Identify document scanning opportunities (if applicable)	Tue 11/14/17	Tue 11/14/17																		
23	Identify barcode usage opportunities (if applicable)	Tue 11/14/17	Tue 11/14/17																		
24	Prepare customization material (e.g. logos, template documents, etc.) to customize or be loaded to OKM	Wed 11/15/17	Wed 11/15/17																		
25	Build identified OpenKM structures and procedures (if applicable)	Mon 11/27/17	Fri 12/1/17																		
26	Build any additional functionality needed such as workflows, reports, automations, scheduled jobs, etc. (if applicable)	Wed 11/15/17	Mon 12/18/17																		
27	Applicant Process (See proposal doc)	Wed 11/15/17	Tue 11/21/17																		
28	Member Education Process (See proposal doc)	Wed 11/22/17	Tue 11/28/17																		
29	MILESTONE 2 - Review Issues	Mon 11/27/17	Mon 11/27/17																		

OpenKM Implementation Project Plan for

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				T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F
30	Board Decisions Process (See proposal doc)	Wed 11/29/17	Tue 12/5/17																	
31	Member Status Change Process (See proposal doc)	Wed 12/6/17	Tue 12/12/17																	
32	Test developed functionality with end users	Wed 12/13/17	Mon 12/18/17																	
33	Load historical documents (if applicable)	Wed 11/15/17	Wed 11/15/17																	
34	Identify and start backup procedures	Wed 11/15/17	Wed 11/15/17																	
35	MILESTONE 3 - Review Issues	Mon 12/11/17	Mon 12/11/17																	
36																				
37	USER PREPARATION	Wed 12/20/17	Fri 12/22/17																	
38	Identify list of users to be trained	Wed 12/20/17	Wed 12/20/17																	
39	Schedule appropriate training sessions for various user groups (administrators, managers, users)	Wed 12/20/17	Wed 12/20/17																	
40	Conduct training sessions on standard OKM features	Thu 12/21/17	Thu 12/21/17																	
41	Conduct training sessions on custom developed features (if applicable)	Thu 12/21/17	Thu 12/21/17																	
42	MILESTONE 4 - Review Issues	Fri 12/22/17	Fri 12/22/17																	
43																				
44	USAGE REVIEW	Fri 12/29/17	Thu 1/4/18																	
45	Examine end user usage practices on standard and custom OKM features	Fri 12/29/17	Fri 12/29/17																	
46	Collect metrics on OKM usage at client site and from OKM system	Fri 12/29/17	Fri 12/29/17																	
47	Identify new requirements/features based on client needs	Fri 12/29/17	Fri 12/29/17																	
48	Review and verify backup procedures	Mon 1/1/18	Mon 1/1/18																	
49	Review findings with client and plan for future	Thu 1/4/18	Thu 1/4/18																	