**Tyler Carrier**

**Software Engineering**

**Project Implementation Plan**

**Box #88**

**Step 1: Train faculty on how to use desktop application**

* Go to each school department and explain to them the user training plan
* Ensure that each department has someone who knows the software well

**Step 2: Email alumni about Cairn Connect**

* Encourage to sign up
* Send them user training manual
* Follow Step 4

**Step 3: Have employees fill out all missing information**

* Have employees fill out missing information in all different departments
* Follow Step 5

**Step 4: Continually encourage alumni to stay on Cairn Connect through weekly alumni emails**

* Create weekly emails for alumni
* Continually notify alumni encouraging them to stay in touch

**Step 5: Place someone in charge of monitoring Cairn Connect**

* Ensure everything is up to date
* Stay in contact with alumni

**Step 6: Continually ensure that software is working fine**

* Stay attentive to any flaws in the software
* If any problem arises, email [tc595@cairn.edu](mailto:tc595@cairn.edu)