Approve contracts
- Decision on Hardware supplier & approval by ▮
- Signed contract Multipost (legal)
- Terminate contract with Xerox (legal)
- Signed contract Staples Connect

Resource Planning
- ▮ Onsite resource available (▮▮▮)
- Workshop Safecom Solution (Staples Connect)
- Printer HW Exchange (Multipost)
- Printer SW Installation (Staples Connect)

Information planning
- Information to Users in ▮▮▮
- Information to ▮▮

Technical Preparation
- Aliases in ▮▮
- new Printserver online

LCM Onsite
- Exchange Printers (Xerox)
- Configure Safecom Solution (Staples Connect)
- Supervise and Hands On - LCM responsible ▮▮