

What will a successful implementation look like...

Current word processor and version: _____

Current email software and version: _____

Will you allow personal contacts in the database?: _____

Timelines Checklist		
Installation Plan:	On Server	On Workstations
Who will install ACT?		
Who will verify minimum requirements?		
Install Date		
Can we reboot server on that date?		

 You must install ACT using Local Admin rights on workstations.

Data Conversion Date: _____

Sync Setup Plan:

Who will setup VPN or HTTP connection?: _____ Remote database creation date: _____

Training Plan:

End-user training date: _____ Where?: _____

Admin Training date: _____ Where?: _____

End-user Refresher training date: _____ Where?: _____

Potential Time Line:

Activity	Weeks				
	1	2	3	4	5
Initial Project Analysis					
General Project Mgmt & Doc					
Prototype Configuration					
Design Review					
Setup Test Environment					
Import of Current Database					
Implement New System					
Training & Support					