

5. PROJECT PLAN

This template can be expanded as needed depending on the project at hand

Summary

Purpose

The purpose of this workbook is to collect and document information necessary and relevant to complete the preimplementation and implementation project phases of Your Specific Project:

Account Information	
Hospital(s)/Testing Site	
City	
State	
Contact Name(s)	
Department/Resources	
Email	

Implementation Plan

Analyzer & Software Implementation Plan

Phase	Activity	Roles and Responsibilities*				
		V PM	V OS	V IT	Customer	
Pre Installation	Weekly communication begins	R	P	P	P	
	Project development	R	I	I	P	
	Deliver project plan	R	I	I	I	
	Security documents	I	I	R	R	
	Server discovery discussion	I	I	R	P	
	Middleware discussion	I	I	R	R	
Installation	Server installation	I	I	P	R	
	Software configuration	P	P	R	P	
	Interface set-up and testing	I	I	P	R	
	Analyzer(s) install	I	R	I	I	
	Analyzer(s) verification	I	R	I	P	
	Key operator training (Software & Analyzer)	I	R	I	P	
	Pre Go-live	Operator Training on Analyzer	I	R	I	P
	Go-live	Go-live confirmation review	P	P	P	P
		Move from Test to Production	I	I	P	R
Deploy analyzer(s)		I	P	I	R	
Monitor and troubleshoot as necessary		I	R	I	P	
Post Go-live	Continue to monitor and troubleshoot systems	I	P	I	R	
	Conduct project de-brief	R	P	P	P	

Roles		
Responsible	Person responsible to perform the activity	R
Informed	Person kept informed on the status of the activity	I
Participate	Person who will be needed to participate in the activity	P

*Key:	
V PM	Vendor Project Manager
V OS	Vendor Onsite Support
V IT	Vendor IT
Customer	Customer Team

Implementation Timeline

Single Site Installation Plan

Milestones	1	2	3	4	5	6	7	8	9	10	etc.
Contract Awarded	█										
Contract Booked	█										
Installation Preparation Meeting - On Site/Virtual	█										
Project Development		█	█								
Workflow Design		█	█								
Weekly Communication Begins	█	█	█	█	█	█	█	█	█	█	█
Deliver Project Plan		█	█								
Server Installation		█	█	█							
Software Configuration			█	█	█	█					
Interface Set-up and Testing			█	█	█	█					
Analyzer(s) Install				█	█	█	█	█			
Analyzer(s) Verification				█	█	█	█	█			
Key Operator Training							█	█	█	█	
Operator Training								█	█	█	
Go-live Confirmation Review										█	
Move from Test to Production											█
Deploy Analyzer(s) to Designated Sites											█
Other(s)											

Implementation Schedule

		M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	
Location	# Analyzers	Month	X														
Site A		PW	IT	HI	V	V	VS	VS			T	T	T	T	T		GO

Prework	PW
Interface prep, install and testing	IT
Hardware Install	HI
Verification Studies	V
On Site Training	T
Go Live	GO
Additional Vendor Support	VS