



## Implementation Plan Roadmap - immersion approach

The ideal minimum period is two weeks elapsed with a total of five days consulting involved for a team of two.

### 1. Operational briefing.

#### Purpose:

1. Gain a sound understanding of the impacts implementation will have on the affected operations and learn the constraints, risks and issues that need to be addressed as well as assessing the training and support needs.
2. Gain an understanding of the necessary handover procedures to ensure that sufficient support is available right from the start.
3. Gain a good understanding of the required training and what is available.
4. Gain an understanding of the implementation and cut-over procedures and their impact on the systems teams plus any surrounding risks..

#### Format:

- Meetings with key managers and personnel from operations(affected teams) plus a preliminary planning session to map out their inputs and help them prepare themselves for the impacts in their time and resources.
- Meetings with existing support personnel to discuss their readiness and understand their needs
- Meetings with IT people to plan the cutover and release to live and the interface with suppliers.
- Workshop with representatives from each area to define the dependencies and establish communications links.

#### Outcomes:

A detailed and integrated view of the impacts of implementation on the business and a good macro level view of the rollout plan.

#### Outputs:

1. High level Gantt with detailed notes establishing the ideal route to completed successful implementation including key milestones and key constraints
2. A risk log
3. A list of sundry low level tasks yet to be planned in.

**Duration and effort:** four day's work for one to two consultants spread over five days.

## **2. Acceptance criteria**

### **Purpose:**

Examine the agreed acceptance criteria for the deliverable and seek assurance that it meets these criteria.

### **Format:**

- Interviews with the person in charge of the project and his/her opposite number at the suppliers. Detailed examination of test plans and reports.
- Sanity check with some users to ensure the criteria were not wildly inaccurate or missing something critical.

### **Outcomes:**

Assurance that the deliverables meet agreed acceptance criteria and that the product is likely to meet the expressed need.

### **Outputs:**

Two or three page report signed by stakeholders

### **Duration and effort:**

Two days work spread over 5 days with one or two consultants involved depending on complexity

## **3. Agreeing and fine tuning the plan**

### **Purpose:**

Bringing together all the key groups from both supplier and customer to agree a joint plan

### **Format:**

- Meeting with suppliers to review their implementation plan
- Workshop with suppliers and client team to agree a combined master plan

### **Outcomes:**

A master implementation plan worked out and agreed with all impacted parties with all tasks estimated and allotted and regular reviews planned in.

A detailed risk log with all high category risks owned and managed.

**Outputs:**

1. A master implementation plan.
2. A suppliers detailed plan.
3. A customers detailed plan.
4. A n up to date risk register

**Duration and effort:**

Three days work for two consultants over 4 days

**Overall outcomes of the engagement.**

In just 14 days, you will have reviewed the entire project with full involvement of all involved parties, received assurance that the product is ready for implementation and developed an agreed joint plan and joint communications plan with the supplier to roll out the product successfully in it's operational environment.

**What you should do next.**

Once this critical plan is agreed and in place, a weekly review with the joint teams is advised to check that every element of the plan is progressing according to shcedule and that none of the key risks have matured, or increased their likelihood.

Good communication and joint decision making at this stage of the project is the key to a trouble free rollout and a positive start to the system's lifecycle.

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