

Creating a Software Implementation Plan

A Checklist to Assist with Project Planning



WHAT IS A SOFTWARE IMPLEMENTATION PLAN?

A software implementation plan details how the vendor will deliver their solution into the client's environment, starting from the initial discovery activities and continuing through the "Go Live" date.

WHY IS IT IMPORTANT?

Projects with a good Software Implementation Plan have:

- ✓ Faster schedules and fewer change orders
- ✓ Better team performance
- ✓ Greater transparency and increased communication

WHEN SHOULD WE DO THIS?



Simplar leads advanced partnering and planning that results in an implementation plan created by the project team and leaders BEFORE the contract is even signed between the parties.



Does this Work in Agile Projects?

Absolutely! Implementation planning has great value in Agile projects because it sets baseline expectations for sprints, define underlying assumptions, and clearly list "points of departure" that are unknown at the beginning of the project.

Pre-Contract Checklist

The following high-level checklist of planning elements to consider for your next software implementation project.

Planning Element	Vendor Completed?	Client Approved?
Require vendor to conduct technical "deep dive" demonstrations		
Clarify cost proposal with vendor		
Clarify scope inclusions/exclusions with vendor		
Clarify roles & responsibilities between client & vendor teams		
Clarify execution methodology with vendor		
Implement Simplar's Risk-Based Partnering and Planning process		
Require vendor to submit implementation schedule with deliverables & client actions		
Clarify any major concerns, risks, issues, suspicions, and/or problems with vendor		
Require vendor to provide step-by-step actionable solutions for all major risks		
Require vendor to define potential impacts if non-controllable risks are encountered		
Perform reference checks to verify accuracy and learn from peers		
Require vendor to identify all client resources, decisions, & deliverables needed		
Require vendor to list all unknowns at time of contract award		
Require the vendor to provide tangible examples, samples, & mock-ups as applicable		
The vendor provided named resources for their implementation team		

Simplar provides the hands-on implementation support, training, and all the tools, templates, and techniques needed to help your next project succeed!