

Data Conversion - EB Classic to Elite	
Description	Momentus Technologies will complete an import to migrate the existing EB Classic data into Elite. The Client team will complete advance work in EB Classic using the Event Bin to prepare the data to ensure that all events have accounts, contacts, event types, etc.
Assumptions	The Classic Data conversion will include the following information: Users Venues (including Rooms, Standard Rooms, Combo Rooms) Accounts Contacts Events Functions Resource Library Tasks Notes Invoices External Messages (will migrate as tasks) Documents on events
Limitations	Unsupported Data includes: User settings and permissions Templates and reports Sales Custom fields Custom tags
Kick Off	Momentus responsibility: Internal handover and preparation a part of main onboarding project (1) 60-minute remote kickoff and discovery session to understand current challenges and set project goals. The Momentus Technologies Consultant will host a 1-hour Data Conversion Discovery Call to discuss which data is currently utilized, which data will not be supported in the conversion, and what steps will be necessary post conversion to ensure unsupported data is added into Elite manually during onboarding. Customer responsibility: Ensure key project resources and stakeholders can attend kick off / discovery meeting Ensure project goals are accurate and fully aligns to business requirements
Discovery	Momentus responsibility: Included with kick off Customer responsibility: Included with kick off
Design	Momentus responsibility: Initial Conversion to Sandbox Environment in week 2 or 3 of the project Customer responsibility: Thoroughly review the Sandbox for mapping errors following review guidelines from your Consultant. Document conversion issues or questions, and provide to your Consultant in a timely manner so additional Sandbox iterations can be created.
Build	Momentus responsibility: Momentus to complete up to 4 additional conversions to test data, mapping, and save state. Customer responsibility: Continue to thoroughly review the Sandbox for mapping errors following review guidelines from your Consultant. Document conversion issues or questions, and provide to your Consultant in a timely manner so additional Sandbox iterations can be created.
Training	Momentus responsibility: Not applicable Customer responsibility: Not applicable
Testing	Momentus responsibility: Noted above in the Design and Build sections Customer responsibility: Noted above in the design and build sections
Launch & Post Launch	Momentus responsibility: A final data conversion to the production environment will take place on a mutually agreed upon date once main elements of Elite training are complete. Venue's Classic account will be turned to view-only at a specified time on the date of the final conversion, and there will be a blackout period while the conversion takes place. The blackout period is dependent upon the amount of data in the client's account, typically around 3 hours. Once Consultant has verified that the conversion is complete and checked data, the Consultant will provide admins access into the production account. Client can then send logins to additional users. Customer responsibility: Ensure all users at the venue are aware of the blackout period on the date of the final conversion. Login to their production account in a timely manner and send activation emails to the additional users from the venue. Complete CSAT survey
Project Management	Momentus responsibility: Creation and maintenance of project plan Coordination of resources, activities, meetings in alignment with timelines and milestones Customer responsibility: Nominated project lead Ensure key resources attend all weekly project review meetings to provide updates Coordination of activity and resources on customer side to align to project plan and schedule
Exclusions	Meetings, testing and launch support outside of core working hours Implementation packages do not include ongoing account management, additional optimisation activities, performance management Onsite visits unless specified above Custom development unless specified above Integration services not specifically defined in the scope above Once the design documentation is signed off by the customer, any further requirements are considered to be out of scope
Length of project: 16 weeks from kick off to project closure Total professional services work effort pursuant to this work is 20hrs	