WeTrack (Planning Module)
Description	Provider will assist with the setup of WeTrack Planning Module.
Assumptions	Customer lead and core project team are empowered to make decisions and document new standard operationg procedures. Customer team will hold internal discussions on proposed workflows, provide timely feedback required, and create a formalized plan to onboard secondary users. Customer plans will be provided in agreed upon format.
Limitations	Not Applicable
Kick Off	**Provider responsibility:** Internal handover and preparation One (1) 30-minute remote kick off meeting with preparation **Customer responsibility:** Ensure key project resources and stakeholders can attend kick off meeting Ensure project scope is accurate and fully align to all business requirements Raise any risks, black out periods for software release, resourcing plan
Discovery	**Provider responsibility:** Activate WeTrack Planning Account Build in default settings Issue documents for the Customer to populate One (1) 60-minute remote requirements gathering meeting with preparation **Customer responsibility:** Ensure key resources can attend all discovery sessions Provide an understanding of business processes, data and requirements
Design	**Provider responsibility:** Provider to review process discussion and review documents returned by the Customer **Customer responsibility:** Ensure key project resources and stakeholders attend the demonstration of the proof of concept Return populated documents by the agreed date
Build	**Provider responsibility:** Build out planning structure, projects, tasks, users, functions & departments Import existing plans in agreed upon format from Customer

Training	**Provider responsibility:**
	Up to five (5) hours of remote training, sessions will be recorded
	    Foundataions of Planning
	    System Administration
	    Planning Super User Training
	    Planning General User Training
	    Reporting Sorkshop
	
	Customer responsibility:
	Ensure appropriate users are selected and attend all training sessions
	All users will be expected to complete the designed curriculum

Testing	**Provider responsibility:** One (1) 30-minute remote meeting to introduce an example test plan and the process to raise issues Provider will maintain an issue log to track status and progress of issues raised. **Customer responsibility:** Customer is responsible for preparing for and executing user testing, including creation of test plans, test cases, and test scripts. Ensure key resources attend all testing review meetings Raise any issues found (that are within the scope of the Statement of Work) via the issue log The testing phase will be no more than one (1) week in duration.
Launch & Post Launch	**Provider responsibility:** One (1) 60-minute final review of system Project closure & handover Post Launch activities will be completed in no more than two (2) weeks **Customer responsibility:** Ensure key resources attend all post launch support review meetings Complete customer satisfaction survey Post Launch activities will be completed in no more than one (1) week
Project Management	**Provider 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	Custom development unless specified above Integration services not specifically defined in the scope above Once the build phase begins, any further requirements are considered to be out of scope
Estimated length of project: 8 weeks
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.