

SAVCO Implementation Plan

Company: _____

Location: _____

Task	Description	Duration	Start Date	End Date
Preparation				
	Project Preparation			
	Award and Acceptance of Contract			
	Terms and References Agreement			
	Work Plans and Working Procedures			
	Identification of Project Committee & Resources			
IT Logistics				
	Overview of Installation Effort (PCs & Servers)			
	Establish IT Representative & Coordination			
	Installation Server & User IDs			
	Printer & Computers availability and Serviceability			
	Availability of Network Hub			
	Allocation of Temporary Network Folders			
	Availability of Working Area (Office)			
	Installation CDs and Documentations			
Training Requirements				
	Identify attendants or Trainee Groups			
	Prepare Content Guide			
	Training Schedules and Timing			
	Arrange/Book Training Hall/Room			
	Arrange for Presentation Equipments e.g. Projector			
	Provide PCs and LAN connections			
	Training Session Estimation			
	User Guides & Training Materials			
	Training Evaluation			
Software Installations				
	Database Installation (Oracle or IBM DB2)			
	Demo Data Installation			
	Client PC's Installation			
	Installation Preview			
Configurations and Setups				
	Company Profile (Configuration & Settings)			
	User Groups, Profiles, Options and Standards			
	Chart of Accounts - Template Model Adoption			
	Period Control			
	Operation Locations and Banks			
	Product Configuration(Savings & Loans)			
	Interfaces To Other Systems			
	Standardize Common POPUP Lists			

Data Migrations & Loading				
	Prepare Migration Data			
	Customers and Member Details			
	Member Balances (Shares and other Accounts)			
	Customer Balances			
	Account Balances & Budgets			
	Loan Details & Balances			
	Front Office Saving Account Details & Balances			
Training				
	Group Trainees and Arrange Schedule			
	Prepare Training Schedule and Contents			
	Provide PCs and LAN connections			
	Navigation & Menu Overview			
	Member Details & Transactions			
	Loan Process & Management			
	General Ledger: Accounting and Budgeting			
	Maintaining Loan, savings, service & Share Settings			
	Customer Banking Process & Management			
	Teller Services & Value settings			
	Reporting (Standard, Customer and Member Reports)			
	Ledger Reconciliations and Related tasks			
	Dividend and Interest Process			
	Maintaining Periodical Processes - Close Periods			
	Exporting/importing Data			
	Managing ATM Cards & Trouble Shooting			
	Using User Guides & Help			
Production and Go Live				
	Remove Demo Data			
	Import Production Data			
	Print Balances & Other Reports			
	Sign Off Production Data			
	Go Live			
Completion and Signoff				
	POST Live support			
	Identify Support Consultant			
	Daily Support Period			
	Weekly Support Period			
	Finalize any Documentation			
	Sign Off			
	Installation & Implementation signoff			
	Training Signoff			
	Sign Off Project			

Support Maintenance Agreement				
	Prepare and Discuss Support			
	Agree and Sign Off Support Document			