

MMS Joint Project Plan

Activities & Milestones (Typical)

Sample

NOTE: SCHEDULE ASSUMES MAX20 and COACHING SLOTS ARE AVAILABLE

Activities / Milestones	Date	Customer	iCompass
Contract Signed	Jan 14, 2013	Team	Sales
Planning Phase			
Implementation Toolkit Delivered	Jan 15, 2013		Sales/PM
Implementation Kick-Off Call	Jan 18, 2013	Team	PM/Sales
Completion of Implementation Toolkit items <ul style="list-style-type: none"> - Business Analyst Questionnaire - Completion of relevant Customer Implementation Checklist Items 	Jan 25, 2013	Team	
Business Analyst Session Call	Jan 30, 2013	Team	PM/Team
Joint Project Schedule Approval	Jan 30, 2013	Team	PM
Target Live Meeting Set	Mar 26, 2013	Team	PM
Draft Max20 Date Set	Mar 11, 2013	Team	PM
Draft Coaching Dates Set	Mar 18, 2013	Team	PM
MMS Setup and Configuration Details Approval	Mar 7, 2013	Team	PM
Build Phase			
CivicWeb/AcademicWeb MMS Site Created	Feb 4, 2013		SB
Configuration Phase			
MM Primary meeting Agenda & Minutes Template created	Feb 15, 2013		SC
MMS Setup Complete (MM, FP, AT)	Feb 22, 2013		SC
Initial Users Setup Complete	Mar 1, 2013		SC
CW Life of Item Flow fully tested	Mar 4, 2013		SC
Site QA checklist completed	Mar 6, 2013		PM/QA
MMS Configuration Approval Meeting	Mar 8, 2013	Team	PM
MMS Configuration Approved	Mar 8, 2013	Team	PM
Training Phase			
Max20 Participants identified	Mar 1, 2013	Team	
Customer Prep for Max20 complete	Mar 8, 2013	Team	
Max20 Training Week	Mar 11, 2013	Team	TR
Coaching Plan Call – People & Dates identified	Mar 15, 2013	Team	CO
Launch Phase			
Coaching Sessions	Mar 18 – Apr 5, 2013	Team	CO
Final FP Documents uploaded	Mar 29, 2013	Team	
FP Integration with Customer Website Complete	Mar 29, 2013	Team	
First Live meeting date – Services used first time live	Mar 26, 2013	Team	
System Configuration adjustments complete	Apr 5, 2013		SC

MMS Joint Project Plan

Activities & Milestones (Typical)

Sample

Project Completion				
	Handover Call – Intro to CAM & Customer Success	Apr 5, 2013	Team	PM/CAM
	Handover Call – confirmation of Service Rollout Plans	Apr 5, 2013		

Team	Customer Project Team	PM	iCompass Project Manager
QA	Quality Assurance	TR	Training
CC	Content Creation	CO	Coaching
SC	Site Configuration	SB	Site Build
CAM	iCompass Customer Account Manager		