

Process Overview: QA/ Implementation

This Process describes the deployment activities. Training may be required for end users, operation teams. Depending on the size of complexity of the project, it could be a full blow implementation or Roll out may be executed by waves.

This process is performed primarily by the project team and the support team

Note: The Project Manager oversees the overall process.

QA/Implementation Inputs and Outputs

<p><u>Entry Criteria:</u></p> <ul style="list-style-type: none"> • Approved User Acceptance Test • GO Approval • CAB Approval 	<p><u>Inputs:</u></p> <ul style="list-style-type: none"> • CAB approval • MTP Plan • Risk /Issue Logs • Project Plan 	<p><u>Participants:</u></p> <ul style="list-style-type: none"> • Project Manager • BA • QA • Operations team • Subject Matter Experts • Sponsor Group • Security (If applicable) • Change coordinator • Marketing Communication and Training (If applicable) • Production Support Teams
<p><u>Process Steps:</u></p> <ol style="list-style-type: none"> 1. Project Manager finalize the setup of services 2. Users or Production Support team training if necessary 3. Operation teams complete the rollout 4. Project Manager and QA Review and complete the implementation checklists 5. Project Manager uploads final documents to repository 		
<p><u>Outputs:</u></p> <ul style="list-style-type: none"> • QA/Implementation Checklists • MTP Strategy and Plan • Training Doc • Users/Stakeholders Communication 	<p><u>Exit Criteria:</u></p> <ul style="list-style-type: none"> • Implementation Complete and successful • Complete transition out of the QA/implementation phase into the closure phase 	

Add Communication plan steps to MTP template

Post Go-Live Responsibility Matrix as part of Implementation – get Run team acclimated to changing responsibilities. Update...