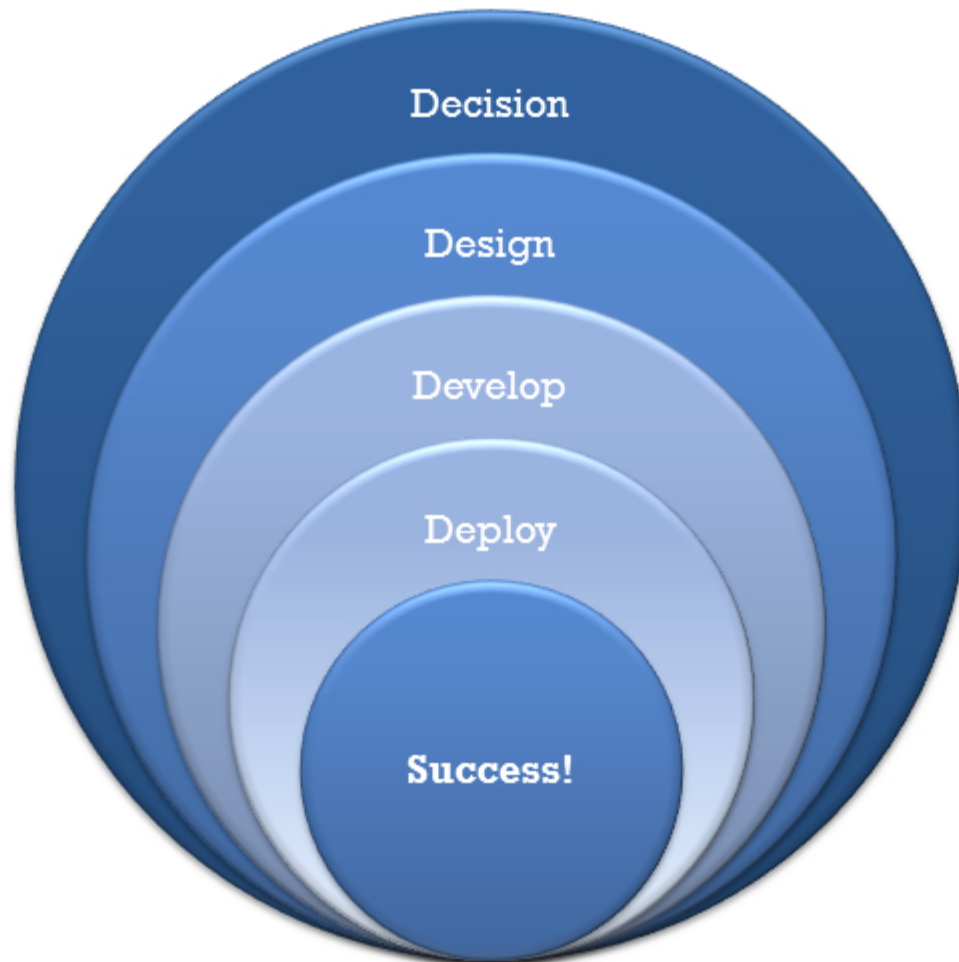# Methodology

Phase 1 – Decision

"Long range planning does not deal with future decisions but with the future of present decisions."

Organize Project
- Determine Business Drivers & Project Scope
- Establish Communication Channels-Problem Reporting, Escalation and Scope

Fit/Gap Analysis
- Map Current Business Processes
- Determine Gaps Between Current and Vanilla
- Propose "Fit" Plan

Create Project Plan
- Document Objectives
- Establish Preferred Timeline
- Develop Project Plan

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Phase 2 – Design

"It is harder to ask the right questions than to find the right answer to the wrong question."

System Design
- Confirm Hardware Configuration and Install
- Create Technical Strategy and Scope
- Review Data Integration Requirements
- Define Security Structure

Logical Design
- ID Data Integrity Issues
- Develop Conversion Strategy
- Create Functional Requirements

Physical Design
- Identify and Collect Configuration Data for Core Tables
- Create technical requirements and scope
- Develop test strategy

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Phase 3 - Development

"If we did a better job of listening,
history would not have to repeat itself."

Construction

- Set Up Core Tables
- Build and Test Customizations,
- Convert data and test validation process
- Create a Production-ready System with Live Data

Training

- Finalize end-user training documentation using User Productivity Kit
- Finalize User Acceptance Plan

User Acceptance Testing

- Stress Testing
- Validate data – parallel live legacy system
- Evaluate functionality and performance
- Plan for Go-Live

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Phase 4 - Deploy

The Bad news : Time Flies
The Good news : YOU are the Pilot

End-User Training
- Complete the End-user Training
- Transition PeopleSoft Support from Project Team to Trained Production Team

Go-Live
- Develop Post go-live Procedures
- System Wide Deployment

Review
- Review Production Support
- Provide Additional Spot Training if Needed
- Post Go-Live Review
- Celebrate!!

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