

Example Chronologic Project Plan for the supply and implementation of a workforce management system

Chronologic Reference:
Customer Reference:

Customer Name: **Customer** Cust
 Contact Name: **TBA**
 Chronologic Project Manager: **Alastair Slade**
 Chronologic Contact Phone Number: 01761 410084

This document sets out the various stages of your system implementation and enables you to select and confirm dates based on expected actions being completed.

Please bear in mind that slippage will occur if items are not completed on time. If you do not think an item or action will be carried out on time please let us know as soon as possible. This will ensure that no delays or extra charges are incurred in the case that extra time has to be incorporated due to late or non-completion of actions. Dates that slip during the project will be reflected in the completion date. The times shown for your activities are only a guide as it depends on how many employees you have and how complex your rules are.

The Pre-requisites column shows the task that need to have been completed prior to this task taking place.

Task	Start Date	Item	Action	Who	Pre-requisite	Target Completion Day	Notes/Deliverable	Done
1	Day 1	Project Plan and Welcome Email - Chronologic Project Introductory Email	Email the project plan and welcome to the customer and discuss any areas that may need clarification	Chronologic	0	Day 5	Normally happens after the initial invoice has been paid. Contact us if there is anything that is unclear.	
2	Day 1	Initial requirements request - Chronologic System Implementation - Second Email	Request for agreed RDP access to the server on which the software is to be installed with an Admin account. Request IP addresses for the clocking terminals (if appropriate)	Chronologic	0	Day 5	Network IP Address Forms to be sent to customer.	
3	Day 1	Initial Run Through Document and Employee Import Template sent to Customer - Chronologic System Implementation - Second Email	Send Documents and Link	Chronologic	0	Day 5	The document, links and employee import template are available for review prior to formal run through session.	
4	Day 5	Server Access and IP information - Chronologic System Implementation - Second Email	Customer to set up an Admin Account on the Server and provides CLL with RDP access and the Network IP Address details for the clocking terminals (if appropriate)	Customer 1 Hr	2	Day 10	The Admin account is important so that we are able to install the system software and set up the Watch Service (automatic clocking collection) as well as carry out background set up activity.	
5	Day 10	Software Installation	System installed and initial configuration carried out on Server	Chronologic	4	Day 20	There may be some clarification of the specification detailed in the proposal during the configuration process. Software installed and tested on the server.	
6	Day 10	Client Software Installation Training	Install the first client while training the person who will be installing further clients	Chronologic/ Customer or IT Provider 1 Hr	5	Day 20	Users will then be able to access the software on their computers and start to explore the system. Trained Client Installer.	
7	Day 10	Initial Run Through - Documentation Review	Users to review Initial Run Through document and Videos while making notes of the items that need clarification	Customer 1 - 2 Hrs	3	Day 20	Users to create a list of items that need clarifying during task 10	
8	Day 10	Hardware Despatched	Hardware to be configured and shipped to site for installation	Chronologic	4	Day 15	The terminals will be configured with the IP address information supplied as part of Task 5.	
9	Day 15	Hardware Installation	Installation of hardware	Customer 1 Hr Per Terminal	8	Day 20	The customer to install the terminal(s) locally and connect to the computer network and power socket.	
10	Day 15	Initial Run Through - Online Session	Cover items that need clarification following task 7 including - Introduction to the system, User set up and importing Employee data etc (see documentation)	Chronologic/ Customer 1 Hr	7	Day 20	Users to have enough knowledge of the system to complete the initial user configuration and create the employee import CSV file and get employees clocking.	
11	Day 20	Completion of the Employee Import template	The Employee Import Template completed and imported	Customer 1 - 5 Hrs	10	Day 25	Employees on the system ready to start clocking.	
12	Day 20	Connect clocking terminal(s) and collect clocking data	Assign employees to the clock(s) and collect data into the system	Customer 1 Hr	11	Day 27	This is required to check the system configuration, rules and exports. Pilot run commenced.	

Task	Start Date	Item	Action	Who	Pre-requisite	Target Completion Day	Notes/Deliverable	Done
13	Day 20	Users to review system rules setup	Users to watch the introductory Schedules and Daily Rules video and use yellow question mark help screens/manual to review the rules/output already in the system and make notes on subjects that need clarification	Customer 1 - 2 Hrs	10	Day 27	A list of items that need clarification to be used during the session in task 14.	
14	Day 27	Schedules and Daily Rule Training - Online Sessoin	Using the feedback from task 13, train the System Administer on how to program in Daily Rules, Work Schedules and Rotas	Chronologic/ Customer 1 Hr	13	Day 30	The ability to configure the rules to ensure the output of hours is consistent with the output required from the system.	
15	Day 27	First Daily Use - Document Review	Users to review the First Daily Use document while taking notes of items that need clarification	Customer 1 - 2 Hrs	13	Day 30	A list of items that need clarification to be used during the session in task 16.	
16	Day 30	Daily Usage Training/Rule Shake Down - Online Session	Using the feedback from task 15, remotely delivered daily usage training/clarification	Chronologic/ Customer 1 Hr	15	Day 35	1st of two sessions going through the daily usage of the system including shaking down the rules.	
17	Day 35	Daily Usage Training/Rule Shake Down - Online Session	Remotely delivered usage training/clarification	Chronologic/ Customer 1 - 5 Hrs	16	Day 40	Final training and rule shake down session to enable accurate reporting.	
18	Day 40	Tidying up	Sorting any final usage questions before moving the customer into in-life mode	Chronologic/ Customer 1 - 5 Hrs	17	Day 45	System moved from Implementation to Support.	