

## Advocate Project

### Key Project milestone dates

| Key project milestone         | Completion date  | Completion check list   | Progress Bar |
|-------------------------------|------------------|---|--------------|
| Project team kick off meeting | 7/08/2014        | <ul style="list-style-type: none"> <li>• Walk through the implementation questionnaire</li> <li>• Go over the Quick Start Guide and Implementation Plan</li> <li>• Discuss IT needs</li> <li>• Schedule trainings and Go Live date</li> </ul> |              |
| Training #1                   | 7/17/2014        | <ul style="list-style-type: none"> <li>• Report Process</li> </ul>  |              |
| Training #2                   | 7/24/2014        | <ul style="list-style-type: none"> <li>• Tools 1</li> </ul>   |              |
| Training #3                   | 7/29/2014        | <ul style="list-style-type: none"> <li>• Tools 2</li> </ul>   |              |
| Training #4                   | 8/06/2014        | <ul style="list-style-type: none"> <li>• System Settings</li> </ul>   |              |
| Training #5                   | 8/12/2014        | <ul style="list-style-type: none"> <li>• Wrap Up</li> </ul>   |              |
| <b>Project go Live</b>        | <b>9/19/2014</b> | <ul style="list-style-type: none"> <li>• <b>Project go live</b></li> </ul>  |              |
| Post go live review meeting   | TBD              | <ul style="list-style-type: none"> <li>• Feedback</li> <li>• Bug list</li> <li>• Meeting minutes</li> </ul>   |              |
| Post go Live review meeting   | TBD              | <ul style="list-style-type: none"> <li>• Feedback</li> <li>• Bug list</li> <li>• Meeting minutes</li> </ul>   |              |
| Project ends                  | TBD              | <ul style="list-style-type: none"> <li>• project ends</li> <li>• Post support procedures on line</li> <li>• Completion sign off</li> </ul>  |              |