











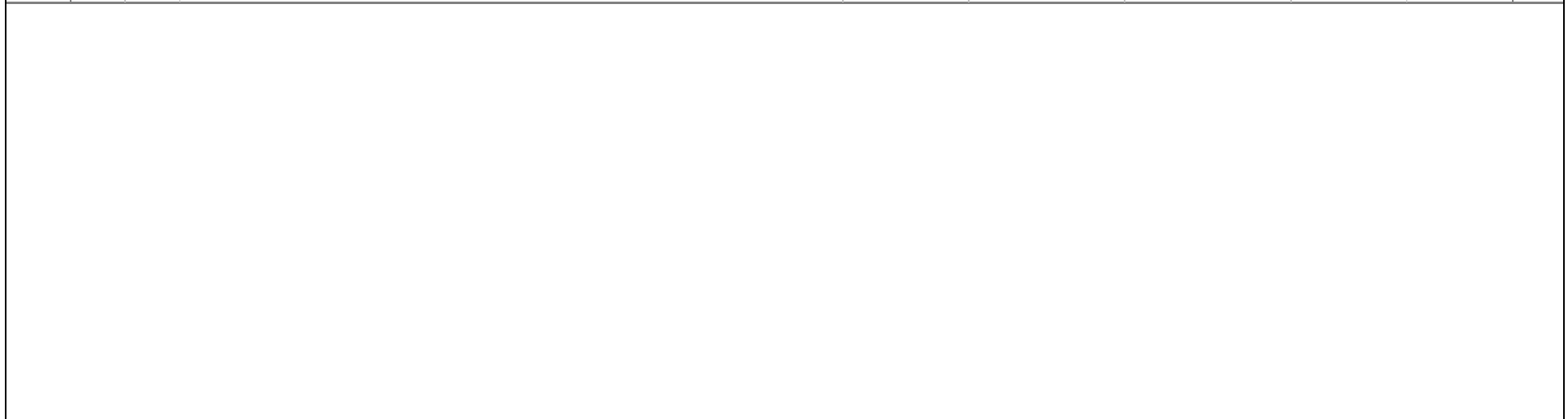
Generic Electronic TRIM Implementation Plan









ID	ID		Task Name	Duration	Start	Finish	Predecessors	Resource Initials	08
1	1		<b>Project Initiation</b>	<b>17.25 days</b>	<b>Wed 10-09-01</b>	<b>Fri 10-09-24</b>			
2	2		Client request for TRIM implementation meeting	2 hrs	Wed 10-09-01	Wed 10-09-01			
3	3		Draft Project Charter and Plan	5 days	Wed 10-09-01	Wed 10-09-08	2	IAO	
4	4		Approve Project Charter and Plan	5 days	Wed 10-09-08	Wed 10-09-15	3	CLIENT	
5	5		Prepare Communications Plan	2 days	Wed 10-09-15	Fri 10-09-17	4	CLIENT	
6	6		Prepare Training Plan	2 days	Wed 10-09-15	Fri 10-09-17	4	IAO	
7	7		Approve Communications Plan	5 days	Fri 10-09-17	Fri 10-09-24	5	CLIENT	
8	8		Provide account coding to IAO for TRIM user billing	5 days	Wed 10-09-15	Wed 10-09-22	4		
9	9		Milestone: Project Charter and Plan approved	0 days	Wed 10-09-15	Wed 10-09-15	4		
10	10		Milestone: Project Initiation Completed	0 days	Fri 10-09-24	Fri 10-09-24	7		
11	11		<b>TRIM Project Activities (suggested)</b>	<b>85.5 days</b>	<b>Wed 10-09-01</b>	<b>Wed 10-12-29</b>			
12	12		<b>Engagement and Kick Off</b>	<b>22.75 days</b>	<b>Wed 10-09-01</b>	<b>Fri 10-10-01</b>			
13	13		Project Team Kick Off Meeting	2 hrs	Fri 10-10-01	Fri 10-10-01	10FS+1 wk	IAO,CLIENT	
14	14		Executive Kick Off Meeting	2 hrs	Fri 10-10-01	Fri 10-10-01	13	CLIENT	
15	15		End User Engagement Meeting (may include demo, can be part of staff meeting)	2 hrs	Wed 10-09-01	Wed 10-09-01		CLIENT	
16	16		<b>Communications</b>	<b>84.63 days</b>	<b>Wed 10-09-01</b>	<b>Tue 10-12-28</b>			
17	17		Project announcement	1 hr	Fri 10-10-01	Fri 10-10-01	10,14	CLIENT	
18	18		Training announcement	1 hr	Wed 10-09-01	Wed 10-09-01	15	CLIENT	
19	19		TRIM set-up/configuration announcement (desktop resources hyperlink)	1 hr	Fri 10-11-05	Fri 10-11-05	34	IAO	
20	20		Project completion announcement	1 hr	Tue 10-12-28	Tue 10-12-28	54	IAO	
21	21		<b>Assessment Development</b>	<b>26 days</b>	<b>Fri 10-09-24</b>	<b>Mon 10-11-01</b>			
22	22		Assessment Meetings	2 wks	Fri 10-09-24	Fri 10-10-08	10	CLIENT,IAO	
23	23		Draft Assessment Report & Action Plan	2 wks	Fri 10-10-08	Fri 10-10-22	22	IAO	
24	24		Deliver Report & Plan	1 day	Fri 10-10-22	Mon 10-10-25	23	IAO	
25	25		Select plan activities	5 days	Mon 10-10-25	Mon 10-11-01	24	CLIENT	
26	26		Milestone: Assessment completed	0 days	Mon 10-11-01	Mon 10-11-01	25		
27	27		<b>Configuration</b>	<b>16.25 days</b>	<b>Fri 10-10-15</b>	<b>Mon 10-11-08</b>			
28	28		Security and access meeting with client	2 hrs	Fri 10-10-15	Fri 10-10-15	14FS+2 wks		
29	29		Security and access configuration recommendations	5 days	Mon 10-10-18	Fri 10-10-22	28	PM	
30	30		Approve security and access	5 days	Mon 10-10-25	Fri 10-10-29	29	CLIENT	
31	31		Add record types, org units and locations	1 day	Mon 10-11-01	Mon 10-11-01	30	PM	
32	32		Enter access groups	1 day	Mon 10-11-01	Mon 10-11-01	30	PM	
33	33		Document BU configuration/access	2 days	Mon 10-11-01	Tue 10-11-02	30	PM	
34	34		Customize Training Materials & Desk-side Support	2 days	Wed 10-11-03	Thu 10-11-04	33	PM	
35	35		Ministry provides User ID's/Roles	5 days	Mon 10-11-01	Fri 10-11-05	30	CLIENT	

Project: Electronic Records Generic Ir Date: Wed 11-02-23	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

Generic Electronic TRIM Implementation Plan

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36	36	Set-up users in TRIM	1 day	Mon 10-11-08	Mon 10-11-08	35		
37	37	Milestone: TRIM configuration completed	0 days	Mon 10-11-08	Mon 10-11-08	36		
38	38	<b>Other Implementation Activities</b>	<b>36.5 days</b>	<b>Tue 10-11-09</b>	<b>Wed 10-12-29</b>			
39	39	Enter ORCS schedules (if not already in TRIM)	3 days	Tue 10-11-09	Thu 10-11-11	37		
40	40	ID regularly used ARCS/ORCS file numbers	1 wk	Tue 10-11-09	Mon 10-11-15	37	CLIENT	
41	41	Develop Naming conventions (optional)	1 wk	Tue 10-11-09	Mon 10-11-15	37	CLIENT/IAO	
42	42	Enter E-Folders	2 wks	Tue 10-11-16	Mon 10-11-29	39,41,40	CLIENT	
43	43	Migrate Documents from LAN Folders (optional, duration depends of volume of documents moved)	2 wks	Tue 10-11-16	Mon 10-11-29	39,40,41	CLIENT	
44	44	Document new business processes in TRIM (optional ie. Sharepoint)	1 wk	Tue 10-11-09	Mon 10-11-15	37	CLIENT	
45	45	Audit TRIM usage	1 day	Tue 10-12-28	Wed 10-12-29	48FS+4 wks	CLIENT	
46	46	<b>Training</b>	<b>24.5 days</b>	<b>Wed 10-11-03</b>	<b>Tue 10-12-07</b>			
47	47	Complete On-Line RM training	1 hr	Wed 10-11-03	Wed 10-11-03	33	CLIENT	
48	48	 End User Training	0.5 days	Tue 10-11-30	Tue 10-11-30	42,44,41	CLIENT,IAO	
49	49	Review of Training Evaluations	1 day	Tue 10-11-30	Wed 10-12-01	48	IAO	
50	50	Desk-side assistance (30 min per TRIM user)	1 wk	Tue 10-11-30	Tue 10-12-07	48	CLIENT,IAO	
51	51	<b>Project Wrap-Up</b>	<b>20.25 days</b>	<b>Tue 10-11-30</b>	<b>Tue 10-12-28</b>			
52	52	Transition Project to EDRMS Help Desk & Maintenance Lead Meeting	2 hrs	Tue 10-11-30	Tue 10-11-30	48	IAO	
53	53	Post Implementation Meeting	2 hrs	Tue 10-12-21	Tue 10-12-21	50FS+2 wks	CLIENT,IAO	
54	54	Final Project Status Report	5 days	Tue 10-12-21	Tue 10-12-28	53	IAO	
55	55	Milestone: Project Complete	0 days	Tue 10-12-28	Tue 10-12-28	54		



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