

## TRIM Implementation Planning and Project Services

### Planning:

The IAO EDRMS Implementation Team can provide the following project planning services:

- assistance with development of TRIM business case
- TRIM project overview presentations
- TRIM demonstrations
- estimate of TRIM project costs, including migration costs
- draft TRIM project charter and project plan for review and approval by Ministry/business unit
- project management support for small/medium size TRIM projects

The ministry/business unit should provide:

- project sponsor/champion
- project team members
- project lead/project manager for ministry-wide TRIM projects

### Project Services:

Once your TRIM project charter is signed and the project is underway the following services are available from IAO:

- TRIM configuration
- Co-ordination of data migration activities (CRMS/QRMS to TRIM)
- TRIM user set-up
- TRIM software installations instructions
- ORCS schedule data entry (if required)
- monthly TRIM training sessions (in Victoria)
- TRIM demonstrations
- on-line training
- additional dedicated project training and/or Live Meeting training (resources permitting)
- access to TRIM business helpdesk
- initial desk-side TRIM support session for each business unit staff member

The ministry/business unit should provide:

- iStore requests as necessary (software installation and/or data migration)
- Project communications
- Project funding for data migration, monthly TRIM user infrastructure fees, and Ministry project staff