

IDS Implementation Overview

Description of Implementation Sessions:

IDS will provide a minimum of (5) remote sessions relating to configuration, training, and coaching as outlined below. As these activities directly relate to the success of an implementation, engagement is mandatory.

- **Project Initiation/Kickoff** (1 hr. session)
 - Introductions
 - Project overview
 - Communication standards
 - Resources and available documentation
 - Agreement on project timeline
- **idsDoc Administrative Overview** (2 hr. session)
 - Demonstration of idsDoc software
 - Wizards/templates
 - Fulfillment configuration and dashboard
 - Administrative settings
 - User management
- **Primary Use Cases** (1-2 hr. session)
 - Review primary use cases
 - Identify and document action items, timelines, and key requirements
- ***Go-Live Readiness** (1 hr. session)
 - Discuss completed action items
 - Final Go-Live audit
- **User Training** (1 hr. session)
 - Focused training on idsDoc workflow

*Go-Live is defined as the client's ability to use the idsDoc platform in the production environment.

Project Schedule:

All implementation activities listed above must be completed **within two (2)** months from the Project Initiation Date. Clients should allocate resources appropriately to each session, and expect to spend ample time outside of each session to become familiar with the idsDoc software.