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One of the most valuable tools that the implementation team can have is documentation that is customized to fit your business environment. Normally, this is accomplished by each functional team validating and documenting their business processes through the testing phase.

✓ **Data Migration**

'Clean' data is another of the more significant requirements to a successful data migration. The data migrations should be coordinated with pilot testing and user training.

✓ **User Training**

This step is generally at the end of the implementation process, shortly before go-live. This training should be conducted by the implementation team using the documentation created by the implementation teams. User training is best conducted after all business processes have been tested and validated, and after all customizations are in place. <sup>6</sup>

Implementation Checklist (Source: Strategic Systems Group, Inc.)