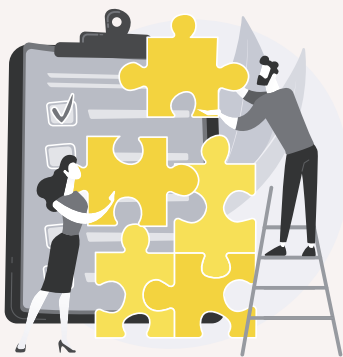


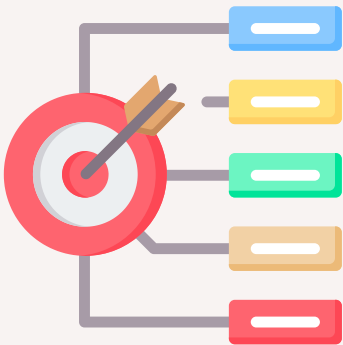
SIMPLE STEPS TO TECHNOLOGY IMPLEMENTATION SUCCESS



1

INVOLVE STAKEHOLDERS

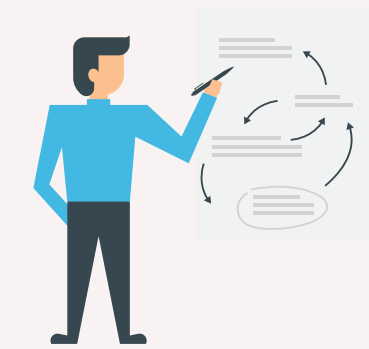
Getting feedback from all stakeholders, from all departments and all job functions, will ensure a successful implementation. Feedback from external stakeholders is crucial as well.



2

IDENTIFY CLEAR GOALS AND OBJECTIVES

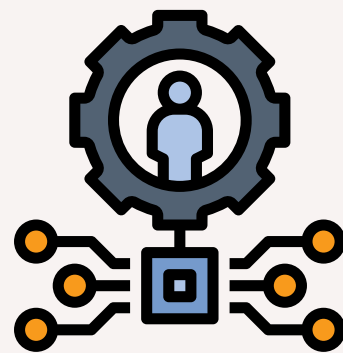
Understanding your 'why' helps keep the project moving forward. Identify the ultimate goal and the reasons behind it and what benefits it brings to your organization once implemented.



3

DEVELOP PROJECT PLAN

Once all stakeholder input has been gathered and reviewed, and clear goals and objectives have been outlined, develop a plan for implementation. Include key milestones and deadlines. Identify project managers, communications managers and set continuous checkpoints.



4

DEVELOP SELECTION PROCESS FOR TECHNOLOGY TO ADOPT

Not all technologies are created equal. Ensure your organization has done due diligence in the selection of the technology product that is being adopted.



5

RUN A PILOT PROGRAM

Prior to going live, set time in the project timeline to run a pilot program and give each department a chance to try it out. Work out any bugs and kinks before full adoption.



6

MONITOR

No technology implementation will be 100% perfect. Once fully implemented, monitor for improvements, gather feedback from users and meet regularly to discuss updates.