

## Assusoft Implementation Project

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### Purpose

This document briefly describes the implementation of the Assusoft software. It presents an overview of the planning, resources and deliverables involved in the project.

The example used here is in regard to a delivery (first run) scheduled at the end of March 2009.

### Meetings

Item	When	Duration
<b>Kick Off Meeting</b> <i>Project plan, Planning, Resources</i> <i>Analysis HR system (Payroll or ERP System)</i> <b>Project Scope</b>	05/01/09	2 hours
<b>Workshop 1</b> <i>Analysis of insurance plan regulations</i> <i>Analysis of functional requirements</i> <i>Analysis of report definition</i>	19/01/09	2 hours
<b>Workshop 2</b> <i>Idem</i>	02/02/09	2 hours
<b>Workshop 3</b> <i>Idem + demo</i>	20/02/09	2 hours
<b>Workshop 4</b> <i>Discussion of the differences between</i> <ul style="list-style-type: none"> <li>• <i>The current list of affiliates known by the provider (insurer)</i></li> <li>• <i>And the current payroll information of the employer (workers who theoretically comply with the affiliation conditions)</i></li> </ul>	10/03/09	2 hours
<b>1<sup>st</sup> RUN</b> <i>Training (2 hours)</i> <i>1st Run together with Assusoft consultant</i>	30/03/09	½ day
<b>2<sup>nd</sup> RUN</b> <i>2<sup>nd</sup> Run together with Assusoft consultant</i>	30/04/09	2 hours

### ‘To do’s’ Client

Item	When	Duration
<b>Create Payroll or ERP report definition</b> <i>Create a report definition in your Payroll system</i> <i>Send an example of this report to Assusoft NV</i>	15/01/09	3 hours
<b>Send Extract Files to Assusoft NV</b> <i>By the end of February 2009</i>	25/02/09	10 minutes
<b>Send Extract Files to Assusoft NV</b> <i>By the end of March 2009</i>	25/03/09	10 minutes
<b>Attend the Workshops</b>	See ‘Meetings’	
<b>Attend the Training</b>	30/3/09	2 hours

## 'To do's' Assusoft NV

Item	When
<b>Lead Workshops</b> <i>Create Meeting Minutes after each meeting</i> <i>Create 'Payroll Extract Proposition' (=proposed layout of the report definition)</i>	See 'Meetings'
<b>Analyse requirements</b> <i>Insurance plan regulations</i> <i>Other providers</i> <i>Data checks</i>	January – February
<b>Contact providers</b>	January
<b>Configure the software</b>	Jan – Feb – March
<b>Prepare client specific demo</b>	February
<b>Test the software</b>	Jan – Feb – March
<b>Install the software</b>	March
<b>Create Startup situation</b> <i>Compare Payroll data with affiliates on lists of providers</i>	March
<b>Training</b>	March
<b>Assistance during the first two runs</b>	March – April
<b>Follow-up with providers</b>	April

### Deliverables

- Meeting Minutes after every meeting
- Reports with differences in affiliation between Payroll data vs lists of providers (insurers...)
- 'Client File', with accurate description of the Payroll system, plan regulations and required data checks
- User Manual