

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

‘To do’s’ Client

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

'To do's' Assusoft NV

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