

Suggested Folder Hierarchy for Softrax Implementation Project

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Pre-Implementation

- 1.1 Selection Documents
 - 1.1.1 Business and Systems Requirements
 - 1.1.2 RFI and RFP and RFQ
 - 1.1.3 Vendor Demonstrations
- 1.2 Contracts
- 1.3 Use Cases - Initial
- 1.4 Planning

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Implementation

- 2.1 Project Plan
- 2.2 Change Management Plan
- 2.3 Use Cases – Additional
- 2.4 Data Fields and Mapping
- 2.5 Upload Model
- 2.6 Upload Templates
- 2.7 Design Phase
 - 2.7.1 Systems
 - 2.7.2 Processes
 - 2.7.3 Reporting
- 2.8 Data Migration Phase
- 2.9 UAT
- 2.10 Training
 - 2.10.1 Softrax
 - 2.10.2 User
- 2.11 Day 1 Go-Live
- 2.12 Communication
 - 2.12.1 Routine Meetings
 - 2.12.2 Non-routine Meetings

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Post-Implementation

- 3.1 Period Close Documents
- 3.2 Contract Modifications
- 3.3 Documentation
 - 3.3.1 Templates
 - 3.3.2 Softrax Handbook
 - 3.3.3 Desktop Procedures
- 3.4 Contract Upload Model