sam
stories art money

Software Transition Schedule

Pre-Onboarding				Onboarding		Data Freeze	Completion	
5 Weeks Prior	**5 Weeks Prior**	**4 Weeks Prior**	**3 Weeks Prior**	**2 Weeks Prior**	**1 Week Prior**	**Data Transfer Week**	**Go Live/Verification**	**Following Go Live**
Collection of information relating to Art Centre availability to schedule implementation. This will assist the SAM team with scheduling and resource allocation for the software transition.	Collection of accurate and comprehensive staff information required for successful integration into the new software. This process ensures that all employee profiles are complete and up-to-date.	Ensuring all existing data is accurate, consistent, and properly formatted before migrating to the new software. The goal is to minimise errors and improve data integrity.	A webinar designed to prepare staff for the upcoming data freeze and transition phase during the software upgrade. This session provides clarity on timelines, processes, and best practices.	A webinar designed to introduce staff to the new software and ensure they are prepared for its use. This session provides an overview of key features, practical demonstrations, and guidance on best practices for a smooth transition.	Ensuring that all necessary steps are taken before migrating data to the new software. The goal is to maintain accuracy of information which is migrated to the new software.	Ensuring the staging environment is fully validated during the data transfer period of the software upgrade. The goal is to confirm that migrated data is accurate prior to going live.	Ensuring the new software environment is fully validated during the critical Go Live phase. The goal is to confirm that all data, configurations, and system functionalities are accurate and operational.	Collecting feedback after the software rollout to obtain feedback, identify issues, and gather suggestions for improvements to add to the wishlist.
Complete form: **Art Centre Availability**	Complete form: **Onboarding People Plan**	Complete form: **Data Cleaning Checklist**	Attend Webinar: **What to expect during Onboarding**	Attend Webinar: **How to use SAM**	Complete form: **Offboarding Checklist**	Complete form: **Staging Site Data Validation Checklist**	Complete forms: **Production Site Data Validation Checklist** **Onboarding Checklist**	Complete form: **Art Centre Feedback** **Software Wishlist**