# Software Transition Schedule

**sam**
stories art money

| | Pre-Onboarding | | | Onboarding | Data Freeze | Completion | |
|---|---|---|---|---|---|---|---|
| **Availability** | **Webinar** | **Staff Details** | **Data Cleaning** | **Training** | **Data Migration** | **Verification/Go Live** | **Following Go Live** |
| This will assist the SAM team with scheduling and resource allocation for the software transition. | This session provides clarity on timelines, processes, and best practices. | This process ensures that all employee profiles are complete and up-to-date. These details will be used to create user logins for training. | Ensuring all existing data is accurate, consistent, and properly formatted before migrating to the new software. | Art Centre staff to complete training on the new software online to ensure they are prepared for its use. | Ensuring the staging environment is fully validated during the data transfer period of the software upgrade. | Ensuring the new software environment is fully validated during the critical Go Live phase. | 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** | Webinar: **What to expect during Onboarding** | Complete form: **Onboarding People Plan** | Complete form: **Data Cleaning Checklist** | Complete Training: **SAM Learning Centre** | Complete form: **Offboarding Checklist** **Staging Site Data Validation Checklist** | Complete forms: **Production Site Data Validation Checklist** **Onboarding Checklist** | Complete form: **Art Centre Feedback** **Software Wishlist** |