List of Implementation Schedule Events

The Implementation Schedule Events listed below should be scheduled using the detailed Critical Tasks Checklist as a guide.

- Assemble the NFIRS 5.0 implementation planning team.

- Develop a preliminary implementation schedule.

- Develop the preliminary NFIRS 5.0 Management Plan.

- Develop the preliminary NFIRS 5.0 Marketing Plan.

- Develop the preliminary NFIRS 5.0 Training Plan.

- Develop the preliminary NFIRS 5.0 Support Plan.

- Develop the preliminary NFIRS 5.0 Data Use Plan.

- Develop the preliminary NFIRS 5.0 Staffing Plan.

- Select software and hardware to be used to support the system.

- Develop a preliminary budget.

- Assemble the implementation team[1]

- Develop the final NFIRS 5.0 Management Plan.

- Develop the final NFIRS 5.0 Marketing Plan.

- Develop the final NFIRS 5.0 Training Plan.

- Develop the final NFIRS 5.0 Support Plan.

- Develop the final NFIRS 5.0 Data Use Plan.

- Develop the final NFIRS 5.0 Staffing Plan.

- Expand the preliminary budget to include implementation team salaries, marketing, training, support, travel, and other costs.

- Refine and expand the implementation schedule.

- Develop policies and procedures for all aspects of system implementation.

- Train system and program administrators in accordance with the NFIRS 5.0 Training Plan.

- Install and configure hardware and software.

- Train end users on data entry in accordance with the NFIRS 5.0 Training Plan.

- Set up end-user support system in accordance with the NFIRS 5.0 Support Plan.

- Reproduce and distribute materials (videos, manuals, forms, instructions, policies, and procedures) in accordance with the NFIRS 5.0 Management Plan.

- Establish an ongoing communication flow through all levels in the system.