

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 team¹
- 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.

