



Checkpoint #3
Phase 3: Training and Testing

Using the Checkpoint #3 Phase 3: Training and Testing

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| Completed by: | Customer and FACTS Implementation Consultant |
| Purpose: | <p>To review status of the Implementation Project through the Training and Testing Phase and determine additional action required to accomplish goals of Training and Testing Phase.</p> <p>The Training and Testing Phase begins the final preparation before “going live” on the system. It includes two steps.</p> <ul style="list-style-type: none">> FACTS Training provides a good fundamental understanding of the system to the users, the Project Leader, and the System Administrator.> Readiness Assessment ensures that modifications provide the functionality specified, data conversion is complete and verified, and users are thoroughly prepared to use the system in the performance of their specific job functions. |
| How it is used: | This form is completed by the Customer and Local Facts Implementation Team to assess the progress on the project through the Training and Testing Phase. |
| When it is used: | Complete at the end of the Training and Testing Phase. |
| Who uses it: | Local FACTS Office and Customer |
| File under: | Training and Testing/Checkpoint #3 |
| Last revised: | 05/01 |
| File: | <p>Checkpoint #3 Feedback Form.exe</p> <p>This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located in the Software Solutions Nexus – Facts/Documentation and Education/PIA.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p> |

Partnership in Action

Checkpoint #3- Training and Testing

(Customer Comments)

This checkpoint offers the Customer and local FACTS office the opportunity to review all steps accomplished in this phase of the implementation, review all action items for each step to ensure they are completed satisfactorily and examine areas where adjustments must be made as well as areas that need improvement. You should also determine if any open action items or issues must be resolved in order to progress to the next phase. Please communicate your comments, suggestions or concerns for each step in this phase.

STEP:

FACTS Training—Training is offered for the Customer Implementation Team and the FACTS users. The training methods utilized include formal classroom training, on-site one-on-one training, and Train the Trainer. The amount and type of training recommended varies based on the Customer's specific needs, the number of users, level of modifications, data conversion performed and budget.

One-on-one training is provided as needed in various phases of the implementation. In addition, you should _____ assess the need for additional training three months, six months and one year after the Customer goes live with FACTS.

Readiness Assessment—This step is the final test of the complete system prior to going live or putting FACTS into productive use. This test is designed to ensure that modifications provide the functionality specified, conversion was completed accurately and user training was thorough. This testing offers invaluable training and also uncovers potential problem areas prior to going live. Any problems uncovered are corrected in this step, prior to final acceptance of the system.

Other Comments

Customer Name: _____

Date: _____

Name: _____

Title: _____

Partnership in Action

Checkpoint #3- Training and Testing (Local FACTS Office Comments)

This checkpoint offers the customer and local FACTS office the opportunity to review all steps accomplished in this phase of the implementation, review all action items for each step to ensure they are completed satisfactorily and examine areas where adjustments must be made as well as areas that need improvement. You should also determine if any open action items or issues must be resolved in order to progress to the next phase. Please communicate your comments, suggestions or concerns for each step in this phase.

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Other Comments

Facts Office: _____

Date: _____

Name: _____

Title: _____