



## Change Notification

**Subject:** Updated Partnership In Action Implementation Methodology Documents

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The Partnership In Action Implementation Methodology Documents have been updated and available for review. Based on feedback from the field, adjustments will be made as appropriate. Some of the additions and changes of interest are identified below:

- ◆ The following documents have been eliminated:
  - ◆ Project Definition – Project Scope Assessment (duplicate of another document)
  - ◆ Project Strategy Forms Planning Guide (duplicate of other documents)
  - ◆ First 30 days – Problem Report/Enhancement Request Form (duplicate of other documents)
  - ◆ Control Parameter Setup Sheets (parameter settings done on each system, eliminating need for printed copy)
- ◆ The following documents have been moved to the Sales & Marketing tab, for more logical access by sales personnel:
  - ◆ Project Scope Assessment
  - ◆ FACTS Business Needs Analysis
  - ◆ Customer Information Sheet
  - ◆ Data Conversion Scope Assessment
- ◆ The following documents have been added:
  - ◆ Sales to Implementation Transition Checklist
  - ◆ Status Report Format and Project Summary
  - ◆ Checkpoint documents ( # 1 through # 4)
  - ◆ Implementation to Support Transition Checklist
  - ◆ Project Review Meeting Checklist and PIA Feedback Form
- ◆ The Project Plan Detail Worksheets and the MS Project Template are now separate documents