

# SOFTWARE PROJECT OUTLINE

## PHASE I: ALTERNATIVE SOFTWARE RESEARCH

STRATEGY: TO FIND THE BEST SOFTWARE ALTERNATIVE FOR ALL PARTIES INVOLVED (AFG AND FRANCHISEES)

**BEGINNING DATE:** OCTOBER 2015

**ESTIMATED DATE OF COMPLETION:** JANUARY 2016

**TECHNOLOGY COMMITTEE MEMBERS:** INSERT NAMES

OUTLINE:

STAGES:

1. TECHNOLOGY COMMITTEE TO DEVELOP A SOFTWARE FEATURES AND BENEFITS CHECKLIST TO USE TO NARROW DOWN ALL SOFTWARE CHOICES.

A. POINT PERSON WILL SEND THE CHECKLIST TO ALL MEMBERS TO ADD ANY ADDITIONAL FEATURES AND BENEFITS THAT ARE MISSING. ONCE ALL CORRECTIONS ARE MADE THE FINAL CHECKLIST WILL BE SENT OUT.

2. TECHNOLOGY COMMITTEE WILL BRING TO THE TABLE A LIST OF POSSIBLE SOFTWARE PROGRAMS THAT SHOULD BE CONSIDERED DURING THIS PROJECT.

A. THE TECHNOLOGY COMMITTEE MEMBER SHOULD FILL OUT AN INITIAL CHECKLIST FORM FOR EVERYONE'S REVIEW FOR ANY SOFTWARE THAT THEY BRING TO THE TABLE.

B. THE SOFTWARE SHOULD BE RESEARCHED FROM AN IT AND OPERATIONAL STANDPOINT – IN PROCESS

C. ONCE ALL OPTIONS ARE ON THE TABLE THEN THE GROUP WILL HAVE A TELECONFERENCE MEETING TO RULE OUT ANY SOFTWARE THAT DOESN'T HAVE THE BASIC FEATURES/BENEFITS THAT ARE NEEDED. – NEXT MEETING

3. ONCE THE TECHNOLOGY COMMITTEE HAS THE FINAL LIST OF POSSIBLE SOFTWARE PROGRAMS POINT PERSON WILL HAVE A SOFTWARE REPRESENTATIVE FROM EACH COMPANY CONDUCT AN ONLINE DEMO FOR THE TECHNOLOGY COMMITTEE. – GOAL TO DO ONE A WEEK OVER THE NEXT 4 WEEKS

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- A. WE WILL TRY TO KEEP DEMOS TO ONE HOUR OR LESS AND WE WILL NOT DO MORE THAN ONE DEMO A WEEK SO THAT THERE WILL BE TIME FOR FUTHER INVESTIGATION IF NEEDED.
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4. COMMITTEE WILL MEET WITH EACH SOFTWARE REPRESENTATIVE TO DISCUSS: - DO WE WANT TO DO THIS FOR EACH ONE PRIOR TO DEMO

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- A. HOW WILL WE RECEIVE OUR REPORTS?
  - B. UPDATES AND FIXES?
  - C. NUMBER OF ACCOUNT REPRESENTATIVES TO OUR ACCOUNT?
  - D. TRAINING?
  - E. HOW MANY SUPPORT PEOPLE THEY HAVE ON STAFF AND THEIR HOURS?
  - F. HOW LONG WILL IT TAKE TO MAKE ANY NEEDED MODIFICATIONS?
  - G. COSTS AND FEEDS?
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How long have you been in business

What is the next big plan for Research and Design

What updates have you done this week

## PHASE II: SELECTION OF PREFERRED SOFTWARE

**STRATEGY:** TO RECOMMEND THE BEST POSSIBLE SOFTWARE FOR EVERYONE INVOLVED.

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BEGINNING DATE: OCTOBER 2015

ENDING DATE: NOVEMBER 2015

ESTIMATED COSTS INVOLVED: TIME INVESTMENT FROM ALL MEMBERS OF TECHNOLOGY COMMITTEE.

TECHNOLOGY COMMITTEE MEMBERS: NAMES

OUTLINE:

STAGES:

1. DECISION ON WHICH SOFTWARE IS GOING TO BE THE MOST ADVANTAGEOUS FROM ALL STANDPOINTS, WHICH WILL INCLUDE: STAND ALONE FRANCHISES, MULTI-LOCATION CENTERS AND THE HOME OFFICE.

A. CONFERENCE CALL WITH TECHNOLOGY COMMITTEE TO DISCUSS THE BEST SOFTWARE OPTION FOR ALL INVOLVED (EACH TECHNOLOGY COMMITTEE MEMBER WILL RECEIVE THE FINAL SOFTWARE ASSESSMENT FORMS FOR EACH SOFTWARE PRIOR TO MEETING).

I. DEVELOP LIST OF ALL CHANGES THAT WOULD BE NEEDED FOR US TO MOVE FORWARD WITH THE SOFTWARE.

II. DEVELOP LIST OF ALL POSSIBLE CHALLENGES THAT WOULD BE INCURRED WITH THE IMPLEMENTATION OF THIS SOFTWARE.

III. DEVELOP LIST OF REASONS WHY WE SHOULD MOVE FORWARD WITH THE NEW SOFTWARE.

2. DECIDE IF THERE ARE ANY ADDITIONAL STEPS THAT WOULD BE REQUIRED BEFORE A FINAL DECISION COULD TAKE PLACE.

A. EXAMPLE: VISITS TO THE SOFTWARE FACILITIES, FURTHER DEMONSTRATIONS, FURTHER REFERRAL CALLS, ETC..

3. FINAL SOFTWARE DECISION TO BE MADE.

### PHASE III: NEGOTIATION

STRATEGY: TO NEGOTIATE COST OF NEW SOFTWARE, SUPPORT FEES, ON GOING SUPPORT, TRANSITION SUPPORT AND ALL CHANGES THAT WOULD NEED TO BE IMPLEMENTED FOR THE TECHNOLOGY COMMITTEE TO MOVE FORWARD.

BEGINNING DATE: NOVEMBER 2015

ESTIMATED DATE OF COMPLETION: DECEMBER 2015

ESTIMATED COSTS INVOLVED: POSSIBLE CHARGES FOR THE CHANGES THAT MUST BE MADE UP FRONT. TIME INVESTMENT FROM TECHNOLOGY COMMITTEE MEMBERS.

TECHNOLOGY COMMITTEE MEMBERS: NAMES  
OUTLINE:

STAGES:

1. INSERT NAMES TO WRITE REPORT FOR PRESENTATION TO OTHER TECHNOLOGY COMMITTEE MEMBERS.
  - A. INCLUDE ALL CHANGES THAT NEED TO BE MADE.
  - B. NEGOTIATE THE SOFTWARE COSTS AND SUPPORT FEES.

### PHASE IV: IMPLEMENTATION STRATEGY

STRATEGY: TO DEVISE THE MOST EFFICIENT AND PRODUCTIVE PLAN FOR LAUNCHING AND/OR TRANSITIONING SOFTWARE TO ALL FRANCHSIEES.

BEGINNING DATE: DECEMBER 2015

ESTIMATED DATE OF COMPLETION: MARCH 2016

TECHNOLOGY COMMITTEE MEMBERS: INSERT NAMES

OUTLINE:

STAGES:

**1. TECHNOLOGY COMMITTEE TO RESEARCH THE MOST EFFICIENT AND PRODUCTIVE PLANS FOR LAUNCHING THE SOFTWARE TO ALL FRANCHISEES WHICH ENTAILS:**

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- A. HOW TO MARKET THE SOFTWARE TO FRANCHISEES.**
  - B. BEGINNING DATE OF ROLLOUT AND ESTIMATED DATE OF COMPLETION.**
  - C. STEPS OF THE ENTIRE PROCESS.**
  - D. TRAINING AND SUPPORT THAT MAY NEED TO BE PROVIDED BY THE HOME OFFICE AND/OR SOFTWARE COMPANY.**
  - E. TIME FOR HOME OFFICE AND FRANCHISEE STAFF TO BECOME AFFLUENT WITH SOFTWARE BEFORE THE LAUNCH.**
  - F. IMPLEMENTATION OF THE SOFTWARE INTO LOCATIONS AND TRAINING CLASSES**
  - G. POSSIBILITY OF REQUIRED EQUIPMENT UPGRADES.**
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**2. TECHNOLOGY COMMITTEE TO REVIEW THE PROPOSED ROLLOUT.**

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- A. REVIEW FOR POSSIBLE IMPLEMENTATION PROBLEMS AND HELP TO FIND SOLUTIONS, IF ANY ARE FOUND.**
  - B. TO PROVIDE FEEDBACK TO INSERT NAMES ON THE IMPLEMENTATION PROCESS.**
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**PHASE V: FAC PRESENTATION**

**STRATEGY: TO PRESENT TO THE FAC A FINAL RECOMMENDED CONCLUSION, BASED ON THE FINDINGS OF THE TECHNOLOGY COMMITTEE.**

**DATE OF COMPLETION: DATE OF THE NEXT FAC AFTER PHASE IV COMPLETED.**

**ESTIMATED COSTS INVOLVED: TIME INVESTMENT FROM INVOLVED TECHNOLOGY COMMITTEE MEMBERS.**

**TECHNOLOGY COMMITTEE MEMBERS: FAC AND ALL TECHNOLOGY COMMITTEE MEMBERS.**

**OUTLINE:**

**STAGES: KEY COMPONENTS OF FAC PRESENTATION**

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1. COST ANALYSIS

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A. GENERAL SUMMARY OF REPORTS COMPLIED THROUGHOUT THIS PROJECT.

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2. LONG-TERM STRATEGY.

3. IMPLEMENTATION STRATEGY.

4. EXECUTIVE SUMMARY WITH RECOMMENDED COURSE OF ACTION.

5. FAC APPROVAL AND DISCUSSION ON SOFTWARE.

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**PHASE IV: MODIFICATION OF CHOSEN SOFTWARE**

STRATEGY: AFTER FAC APPROVES THE DECISION ON CHOSEN SOFTWARE, CHOSEN SOFTWARE COMPANY WILL NOW BEGIN MODIFICATION PHASE.

**BEGINNING DATE:** AFTER FAC MEETING

**ENDING DATE:** UNKNOWN (WILL BE BASED ON THE CONCLUSION OF CHOSEN SOFTWARE COMPANY MODIFICATIONS).

**ESTIMATED COSTS INVOLVED:** UNKNOWN

**TECHNOLOGY COMMITTEE MEMBERS:** SOFTWARE COMPANY AND COMMITTEE

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OUTLINE:

STAGES:

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1. IMPLEMENTATION POINT PERSON TO WORK WITH THE CHOSEN SOFTWARE REPRESENTATIVE.

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A. TO COVER ALL CHANGES THAT MUST BE MADE TO THE SOFTWARE, IN ORDER FOR US TO MOVE FORWARD WITH THE SOFTWARE.

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2. INTERNAL TESTING

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A. TO ENSURE THAT CHANGES ARE MADE CORRECTLY.

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**PHASE VII: BETA TESTING**

**STRATEGY:** TECHNOLOGY COMMITTEE MEMBERS WILL TEST THE SOFTWARE IN THEIR LOCATIONS IF NEEDED AFTER ALL CHANGES HAVE BEEN MADE AND MODIFIED, TO SEE IF THIS SOFTWARE WORKS (RUN REPORTS, ETC...).

**BEGINNING DATE:** AFTER MEETING WITH SOFTWARE REPRESENTATIVE

**ESTIMATED DATE OF COMPLETION:** APPROXIMATELY 4 WEEKS

**ESTIMATED COSTS INVOLVED:** UNKNOWN

**TECHNOLOGY COMMITTEE MEMBERS:** TECHNOLOGY COMMITTEE LOCATIONS

**OUTLINE:**

**STAGES:**

1. FINAL VERSION OF SOFTWARE, WITH CHANGES, TO BE VIEWED BY ALL TECHNOLOGY COMMITTEE MEMBERS.

A. ANY TECHNOLOGY COMMITTEE MEMBER WHO FEELS THAT FURTHER CHANGES NEED TO BE MADE AT THAT TIME, MUST PUT THOSE REQUESTS IN WRITING, AND SUBMIT THOSE REQUESTS TO INSERT NAMES FOR POSSIBLE IMPLEMENTATION.

## **PHASE VIII: INDUCTION OF NEW SOFTWARE**

**STRATEGY:** TO LAUNCH THE SOFTWARE TO THE SYSTEM.

**BEGINNING DATE:** NA (DEPENDS ON THE DATE OF THE FAC MEETING).

**ESTIMATED DATE OF COMPLETION:** UNKNOWN

**ESTIMATED COSTS INVOLVED:** WILL BE DEvised IN PHASE V AND VI.

**TECHNOLOGY COMMITTEE MEMBERS:** ENTIRE TECHNOLOGY COMMITTEE TEAM AND SOFTWARE COMPANY.

**OUTLINE:**

**STAGES:**

1. THE STAGES WILL BE DETERMINED DURING PHASE IV.

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