

PROJECT OVERVIEW TIMELINE

Chronological order

Complete Integration & Implementation of the Photon application span roughly 12 weeks

- Pre-Implementation (Weeks 1-7)
 - Gathering information & setting expectations
 - Identify Project Sponsor & Establishing Installation/Integration resources

- Integration (Weeks 1-8 coinciding with Pre-Implementation process)
 - System integration meetings between the technical staff representatives of both organization
 - By Weeks 7-8, system installation and QA should be complete
 - Implementation cannot begin until integration sign-off

- Implementation – Photon System “Launch” (Weeks 9-11)
 - Week 9 Begin the training process – Includes Executive Leadership Team meeting; training of the System Administrators and Education & Training Staff, End User training and Project Review meeting
 - During Week 10 (Week 11, as needed) Photon’s Implementation team will train End Users and provide follow up training support for Education & Training Staff (ETS) - formally certifying them as Photon Trainers
 - This is the key to having a successful “*Train the Trainer*” program, which will drive greater usage and adoption across the hospital over time. **It is mandatory that all ETS attend training times/sessions for physicians and providers while we are on site**

- Post Implementation - “Go-Live” - Support for Mandatory Use (Week 12)
 - Week 12 Photon trainers will return for System “Go-Live” and provide additional support for all Photon End Users (pre-designated physicians/providers and SA/ETS/Support Staff)
 - Monthly calls with Project Sponsor and designated invitees, as needed for system follow up and ongoing Support