ANALYST INSTALLATION CHECKLIST

Account   _____   Location   _____

Analyst   _____   Contact   _____

		Plan Date	Date Completed
1.	Turnover Meeting: Cover scope of project. Tentative delivery date?	_____	_____
2.	Design Initiated.	_____	_____
3.	Develop Project Plan: Packages to be used, modification areas, installation schedule.	_____	_____
4.	Site Survey Performed - Responsibility for cabling, hardware, etc.	_____	_____
5.	Installation representative assigned.	_____	_____
6.	Schedule programming time requirements.	_____	_____
7.	Specification sign off.	_____	_____
8.	Forms design and ordered (if needed).	_____	_____
9.	Installation schedule - Implement & check with support.	_____	_____
10.	Notify Customer: Telephone lines to be ordered and number of cables needed including length and delivery date.	_____	_____
11.	Cables prepared/telephone lines ordered.	_____	_____
12.	Review configuration and order equipment.	_____	_____
13.	Order needed licenses.	_____	_____
14.	Prepare programming specification.	_____	_____
15.	Establish conversion plan.	_____	_____
16.	Turnover to installer: Copy of specification.	_____	_____

<u>ANALYST INSTALLATION CHECKLIST</u> (Continued)

		<u>Plan Date</u>	<u>Date Completed</u>
17.	Make sure a MDS version is created at TSH location.	_____	_____
18.	Programming completed.	_____	_____
19.	Software sign off.	_____	_____
20.	Hardware delivery (Including modem).	_____	_____
21.	MDS documentation CD delivered.	_____	_____
22.	Modifications loaded on Customers system.	_____	_____
23.	System testing.	_____	_____
24.	Training scheduled.	_____	_____
25.	Conversion completed.	_____	_____
26.	Files loaded.	_____	_____
27.	Forms received.	_____	_____
28.	System test completed.	_____	_____
29.	Complete on site Installation and sign off with Customer.	_____	_____
30.	Live operation.	_____	_____
31.	Balance first EOM reports.	_____	_____