ABC (Client											
System roll-out plan												
Cī	A	D	D	D. 4	D- 0	D- 0	D- 1	D	D- (D- 7	D- 0	D- 0
Step 1	Activity Data gathering	Description Consolidate employees data into our excel based templates. Data include information related to employment, personal, remuneration, reporting lines, holidays, outstanding advances & loans etc	Resource Not allocated	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
2	Policies and procedures	Gather & discuss HR & Finance related policies & procedures e.g; holidays, overtime, loans, claims, per-diems, advances, pension plans etc	Not allocated									
3	Accounting entries	Discussion with Finance & IT team regarding scheme of accounting entries, G.L codes and preferable data import mode into G.L	Not allocated									
4	Data import	Import data into System obtained in step 1	Not allocated									
5	Configuration and settings	Setup System according to step 2 and 3	Not allocated									
6	Back track previous payroll	Run previous 3 months payroll to validate payroll computation and accounting entries	Not allocated									
7	Training	Managers (HR & Finance) and Staff training regarding use of system. For remote locations online training will be provided. Average training time is 1.5 hours										
8	Going live	Issue all Managers and Staff members their unique login and password	Not allocated									
9	Parallel run	We will run side by side manual payroll for first month to avoid any exception	Not allocated									
10	Continous feedback and improvement	Feedback from HR & Finance regarding our System & Services	Not allocated									
	1]						