



Simple Implementation Services Milestones

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SIMPLE IMPLEMENTATION MILESTONES

VelocityEHS Implementation and Client Care Services

Simple Services Milestones Definitions

1. **Project Kickoff Complete** – Project kickoff is the first meeting between the Customer and the VelocityEHS project team. Generally this is a 30 minute phone call and the time is spent to review the main objectives of the client, overview the project, and to prepare the Customer for the implementation planning session.
2. **Implementation Workshop Complete** – The Implementation Workshop is a face-to-face meeting with key Customer stakeholders and the VelocityEHS team consisting of the Implementation Consultant and Implementation Specialist with the intention of completed all system administration setup and supporting system configuration.
3. **System Production Ready** – The system is considered “production ready” once the VelocityEHS team has completed any supporting system configuration. This milestone is not dependent on the Customer’s completion of system administration.