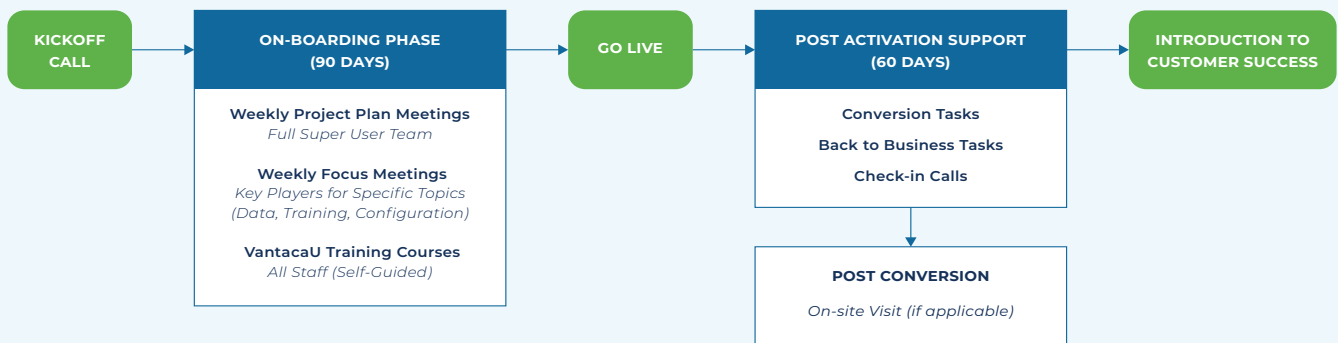


# Implementation Process

The Vantaca Implementation Process is designed to help your team make the smooth transition that you are aiming for. From introduction to post activation support, we are here every step of the way to make sure your goals are met.

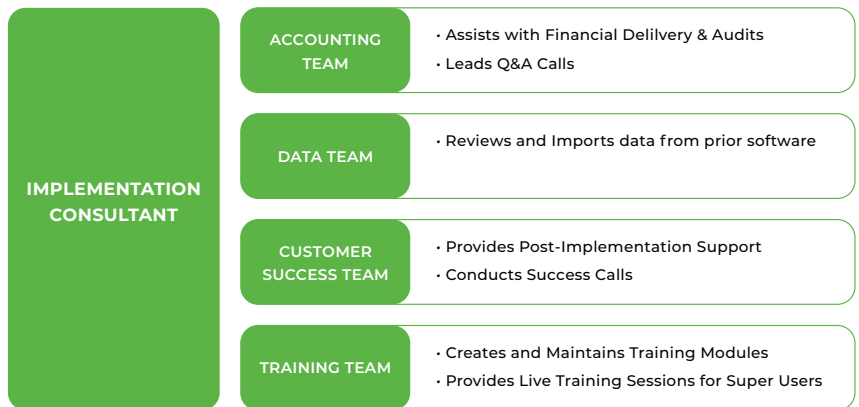
## PROJECT TIMELINE

Our Project Timeline is designed to get you prepared for your transition at a manageable pace, and to ensure that you are fully supported in getting back to business after the fact.



## YOUR ONBOARDING TEAM

Our Onboarding Team is a tight-knit unit that works together with you to guide you to success. Aside from your Implementation Consultant, you will also have access to Accounting, Data, and Training experts who will assist you with your transition.



## DEVELOPING A PROJECT PLAN

Our Project Plan is shared with you from Day 1, and includes all tasks and trainings that are needed to help you achieve a successful transition. Your Implementation Consultant will guide your Super User team to its completion within the 90 day timeframe.

Task name	Assignee	Due date	Progress	Tags	Est. T
<b>Tasks from Discussion</b>					
<b>Training - Vantaca University (LMS)</b>					
Week 1 Training - Basic Navigation, Gen...		Mar 1 - 11	Training		1 hr
Week 2 Training - Manager Process Ove...		Mar 7 - 18	Training		1 hr
Week 3 Training - Client Services & Asso...		Mar 14 - 25	Training		1 hr
Week 4 Training - Owners Portal and Bo...		Mar 28 - Apr 8	Training		1 hr
Week 5 Training - Assessment Set Up		Apr 4 - 15	Training		1 hr
Week 6 Training - AP		Apr 11 - 22	Training		1 hr
Week 7 Training - AR		Apr 18 - 29	Training		1 hr
Week 7 Training - Collections		Apr 25 - 29	Training		1 hr
Week 8 Training - Accountant		May 2 - 6	Training		1 hr
Week 9 Training - Resales and New Asso...		May 9 - 13	Training		1 hr
Vantaca University Completed by All Super L...		May 13			-
Add task...					
<b>Training - Specialized</b>					
Week 10 - Collections		May 9 - 13			-
Week 11 - Manager Action Item Review with...		May 16 - 20	Training		n/a
Week 12 - All Action Item Review with Condu...		May 23 - 27	Training		n/a
Add task...					

### Project Planning with Asana

#### Asana: 90-Day Project Plan

Project management tool detailing:

- Tasks
- Practice Modules
- Key Deliverables
- Training/Activities
- Due Dates with Timelines

Continually updating and improving database for each client.



### VantacaU Training

#### VantacaU: 90-Day Project Plan

- Self Guided Trainings:
- Videos
- Assessments
- Activities
- Monitoring

Vantaca “Sandbox” is the best place to check your increasing knowledge.

6 Live training sessions with Vantaca Training Specialist to build upon VantacaU courses.



## HAVE ANY QUESTIONS?

Do you have any specific information, want to learn more about Vantaca's features, or just need software advice? Contact us and we'd be happy to help.