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Checklist for Success

Date Complete	Task
	Build an implementation team that includes your primary and technical contacts as well as other staff members.
	Sign up implementation team for free, live webinar training at http://evancedtraining.evanced.info/signup
	Develop timeline for implementation including product setup, development of staff training plan, and marketing. Sign up for additional webinars for staff training.
	Inform staff about the new software in a meeting, via email, or both. Let staff know about the training and implementation plan. Consider timing your next in-service or staff meeting to coordinate with a webinar time. There are many levels of training, so be sure to sign up for all that are appropriate.
	Print out the software manuals and quick start guides and distribute to staff. If you have an Intranet at your library, post the manuals there if applicable.

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- **Applicable To:** Admin Users
- **Attachments:** No
- **Summary:** A checklist for what to do to be ready for you new Evanced software

Online URL: <https://kb.demcosoftware.com/article.php?id=219>