



## Implementation Plan

Upon receipt of signed authorization, our implementation team will develop a detailed work plan in coordination with your representative. This plan will outline the proposed activities and technical components, including diagrams of the proposed workflow, and schedules for completion.

Konica Minolta strives to make the transition and implementation of our program as seamless as possible to minimize disruption to daily workflows. We pride ourselves on understanding our customers and their specific needs, and customize our implementation plan around those needs.

*The proven Konica Minolta Implementation Methodology approach includes:*

### Implementation Planning/Project Management

- Document and understand the business needs (requirements)
- Identify any operational considerations and define appropriate processes needed to install the equipment during the rollout of the hardware/software
- Document outlined operational requirements in the Deployment Guide

### Technical Pilot

- Develop and functionality test of solution and/or changes
- Install Hardware & Software in the customer's test environment located at the pilot sites for approximately 2 – 3 weeks.
- Document the settings and process in the KMBS Deployment Guide which will be used for additional installs in the customer's network environment.
- Customer test/verify and acceptance
- Once testing is complete, review the Deployment Guide for accuracy and make any needed adjustments.

### Full Deployment

- Deploy 1 - 10 machines at additional sites, to confirm accuracy of Deployment Guide and make any edits as necessary identified from additional installs.
- Sign off on Finalized Deployment Guide
- Deploy the solution and/or changes.



## Implementation Project Timeline

