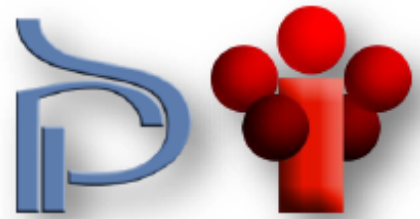


What is the implementation process for SPIN?

Last Modified on 05/01/2018 2:28 pm EDT

Zero Resource Implementation



Initial Meeting

DAY 1

- ▷ Subject Matter Experts (SMEs) are identified to provide initial content
- ▷ Discuss quantity and type of materials, questions and other content.
- ▷ General time-frames are laid out.

Data Gathering: Round 1

DAY 2-21

- ▷ An online survey is sent to SMEs to identify initial batch of the most commonly asked questions
- ▷ Follow up on any SMEs with additional content or that did not submit any electronically.

Demo Meeting

DAY 22

- ▷ An in-person meeting to:
- ▷ Demonstrate the SPIN™ system with the initial entered content.
- ▷ Determine the “look” for SPIN™ on the Company Intranet.
- ▷ Plan how to promote the usage of SPIN™ once it is live.

Project Tracking

DAY 23-59

- ▷ “Project Blog” created for designated employees to view real-time status and upload additional needed content.
- ▷ THTE will integrate all additional provided content into SPIN™ for launch.
- ▷ THTE will send the needed code for implementation of SPIN™ into existing systems with the correct “look”.

Project Review Meeting

DAY 60

- ▷ A 90-minute web-based meeting to:
 - ▷ Provide a working demonstration prior to launch
 - ▷ Determine launch date and any remaining obstacles
 - ▷ Discuss rollout and implementation, including best practices for employee adoption
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