What is the implementation process for SPIN?

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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