

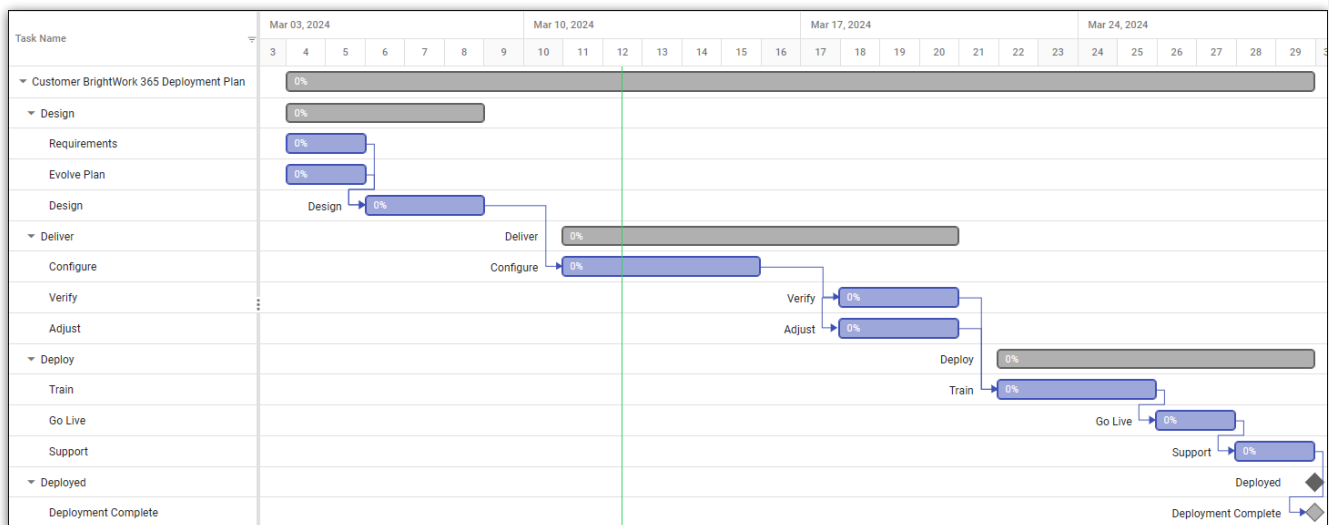
BrightWork 365 Start Plans

Introduction

BrightWork Customer Success Partners work alongside customers to deploy BrightWork 365 using a structured rollout plan, with flexible options of 30, 60, or 90 day **Start** deployments. Initial deployments are accelerated by using sufficient project management with configurable best-practice templates. This allows your organization to get up and running with the solution quickly and to gain immediate visibility of your portfolio of projects.

Below are sample Start plans that have consistently afforded our BrightWork 365 customers the ability to achieve Project Management Success with Microsoft 365.

30 Day Start Plan

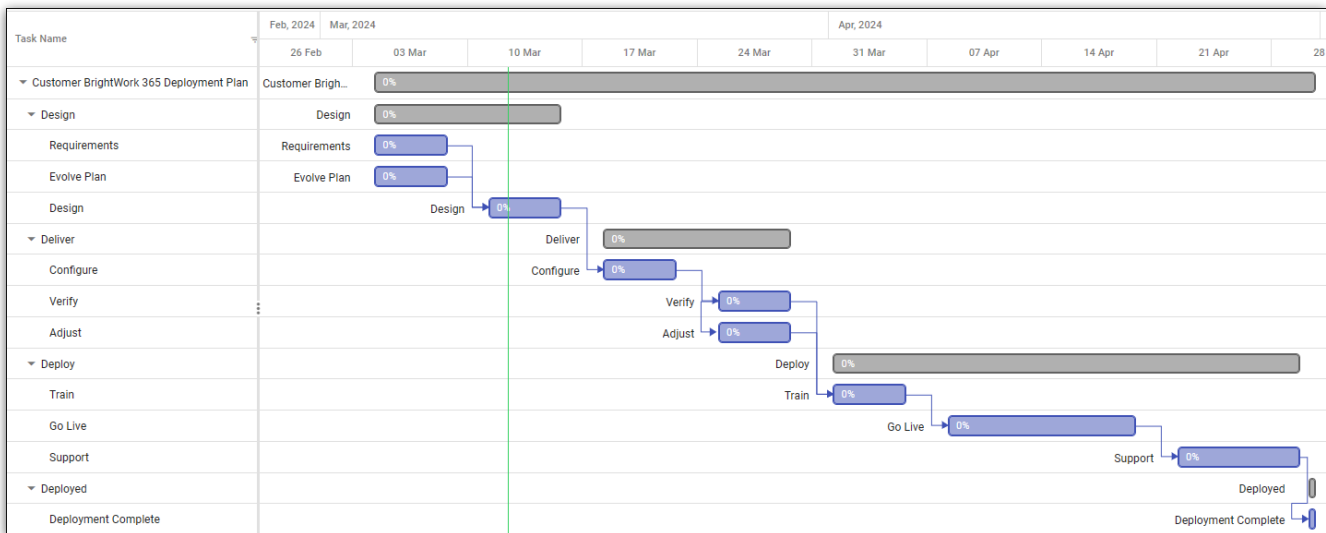


Sample Assumptions (to be discussed and agreed with each Customer, mindful of the Customer's context)

- Rapid Deployment – Using out of the box templates
 - Minimal custom configuration (e.g., add Additional Columns)
 - No custom Business Process Flows or Automations
- The Project Management Success Strategy documents the Evolve Plans (which will include custom configurations, automations, etc.)
- Customer Team available for Initial Project inputs and setup, training and testing, etc. – as per the 30-day sample schedule
- All collaborative meetings scheduled 1 to 2 weeks in advance

Deployment Phase	Week	Activity	Duration	Customer Team Members
Design	Week 1	Kickoff Meeting	60 mins	Champion, Stakeholders, Technical
Design	Week 1	Installation Coordination	60 mins	Technical M365 Admins
Design	Week 1	Requirements Meeting	90 mins	Champion, Stakeholders
Design	Week 1	Design Meeting	90 mins	Champion, Stakeholders
Deliver	Week 2	Champion Training	120 mins	Champion, PM's who will verify the solution
Deliver	Week 3	UAT walkthrough	90 mins	Champion, PM's who will verify the solution
Deliver	Week 3	User Acceptance Testing	60 – 120 mins	Champion, PM's who will verify the solution
Deploy	Week 3	PM User Training	120 mins	Project Managers, Champion (optional)
Deploy	Week 3	Team Member Training	60 mins	Team Member, Champion (optional)
Deploy	Week 4	Executive Overview	60 mins	Managers, Executives, Champion (optional)
Deploy	Week 4	Initial Project input	2-4 hours	Project Managers, Champions
Deploy	Week 4	User updates	30 – 60 mins	Project Manager, Team Members, Champion

60 Day Start Plan

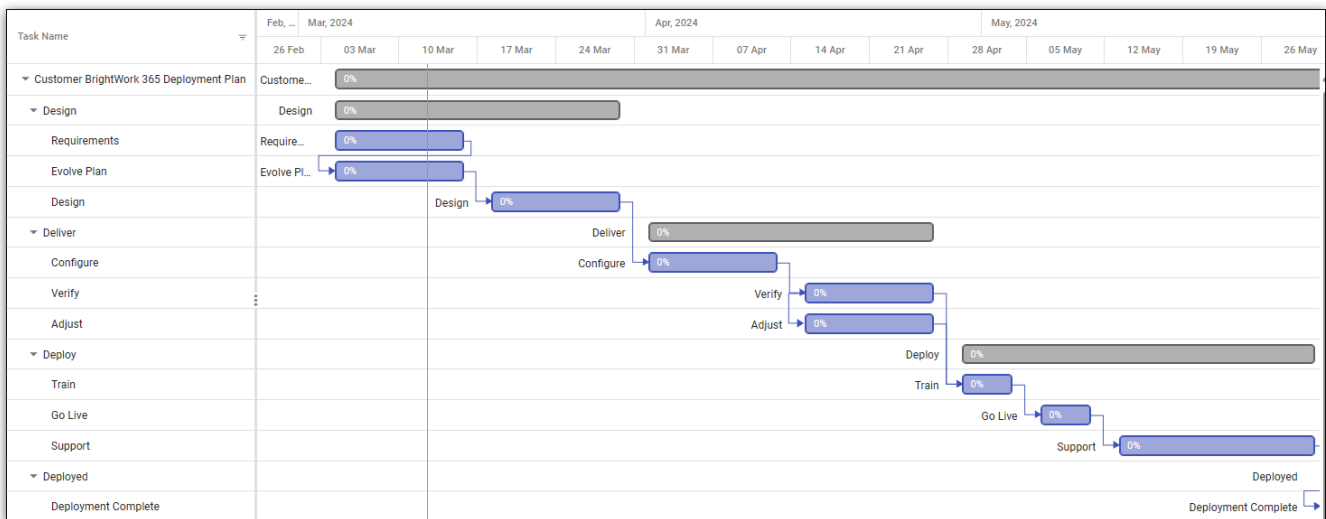


Sample Assumptions (to be discussed and agreed with each Customer, mindful of the Customer's context)

- Standard Deployment – using out of the box templates and up to 2 Local Configured Templates
- The Project Management Success Strategy documents the Evolve Plans (which will include custom configurations, automations, etc.)
- Customer Team available for Initial Project inputs and setup, training and testing, etc. – as per the 60-day sample schedule
- All collaborative meetings scheduled 1 to 2 weeks in advance

Deployment Phase	Week	Activity	Duration	Customer Team Members
Design	Week 1	Kickoff Meeting	60 mins	Champion, Stakeholders, Technical
Design	Week 1	Installation Coordination	60 mins	Technical M365 Admins
Design	Week 1	2 Requirements Meetings	90 mins each	Champion, Stakeholders
Design	Week 2	2 Design Meetings	90 mins each	Champion, Stakeholders
Deliver	Week 3	Champion Training	120 mins	Champion, PM's who will verify the solution
Deliver	Week 4	UAT walkthrough	90 mins	Champion, PM's who will verify the solution
Deliver	Week 4	User Acceptance Testing	60 – 120 mins	Champion, PM's who will verify the solution
Deploy	Week 5	PM User Training	120 mins	Project Managers, Champion (optional)
Deploy	Week 5	Team Member Trainings	60 mins	Team Member, Champion (optional)
Deploy	Week 5	Executive Overview	60 mins	Managers, Executives, Champion
Deploy	Week 6/7	Initial Project input	2-4 hours/wk	Project Managers, Champions
Deploy	Week 8	User updates	30 – 60 mins	Project Manager, Team Members, Champion

90 Day Start Plan



Sample Assumptions (to be discussed and agreed with each Customer, mindful of the Customer's context)

- More Structured Deployment – using out of the box Templates and up to 4 Local Configured Templates, incl. custom Business Process Flows and Automation
- Can be suitable for a Large Team Rollout, where additional training time is required
- The Project Management Success Strategy documents the Evolve Plans (which will include custom configurations, automations, etc.)
- Customer Team available for initial project inputs and setup, training and testing, etc. – as per the 90-day sample schedule
- All collaborative meetings scheduled 1 to 2 weeks in advance

Deployment Phase	Week	Activity	Duration	Customer Team Members
Design	Week 1	Kickoff Meeting	60 mins	Champion, Stakeholders, Technical
Design	Week 1	Installation Coordination	60 mins	Technical M365 Admins
Design	Week 1/2	2 Requirements Meetings	90 mins each	Champion, Stakeholders
Design	Week 3/4	2 Design Meetings	90 mins each	Champion, Stakeholders
Deliver	Week 5/6	Champion Training	120 mins	Champion, PM's who will verify the solution
Deliver	Week 7	UAT walkthrough	90 mins	Champion, PM's who will verify the solution
Deliver	Week 7/8	User Acceptance Testing	60 – 120 mins	Champion, PM's who will verify the solution
Deploy	Week 9	2 PM User Trainings	120 mins/wk	Project Managers, Champion (optional)
Deploy	Week 9	2 Team Member Trainings	60 mins/wk	Team Member, Champion (optional)
Deploy	Week 9	Executive Overview	60 mins	Managers, Executives, Champion
Deploy	Week 10	Initial Project input	2-4 hours/wk	Project Managers, Champions
Deploy	Week 11/12	User updates	30 – 60 mins/wk	Project Manager, Team Members, Champion