

**Internal Kick-Off**

<input type="checkbox"/>	Provision Domain & Distribute Credentials
<input type="checkbox"/>	Assign Project Manager
<input type="checkbox"/>	Schedule and conduct Internal Kick-Off Call
<input type="checkbox"/>	Schedule Client Kick-Off Call

Week 1: Client Kick-Off

<input type="checkbox"/>	Host Client Kick-Off Call
<input type="checkbox"/>	Define Key Use Case
<input type="checkbox"/>	Identify Project Team and Establish Roles & Responsibilities
<input type="checkbox"/>	Define Procedures to be implemented and equipment to be used
<input type="checkbox"/>	Review current state baselines - how is work currently performed?
<input type="checkbox"/>	Establish Acceptance and Success Criteria - review relevant KPI's
<input type="checkbox"/>	Identify Environmental Considerations
<input type="checkbox"/>	Establish Device and Platform Support
<input type="checkbox"/>	Identify Connectivity Limitations
<input type="checkbox"/>	Identify Security and Deployment requirements (on-prem v. cloud)
<input type="checkbox"/>	Review 3D Modeling support in accordance with scope
<input type="checkbox"/>	Review integration support in accordance with scope
<input type="checkbox"/>	Identify critical schedule milestones and review points (e.g. Executive Reviews)
<input type="checkbox"/>	Review and sign up for Community Site (experts.taqtile.com)
<input type="checkbox"/>	Install latest Manifest release to devices
<input type="checkbox"/>	[Docker Only]: Support installation of latest docker release

Week 1: Document Project Delivery Plan

<input type="checkbox"/>	Partner with client to source relevant materials - procedure content, manuals, model files, etc
<input type="checkbox"/>	Finalize and document procedure and current state baseline in Project Summary document
<input type="checkbox"/>	Finalize acceptance and success criteria & KPI's - document how these will be measured
<input type="checkbox"/>	Identify target dates and milestones - draft and share project timeline
<input type="checkbox"/>	Document roles and responsibilities (including project Sponsors and Executive Leadership)
<input type="checkbox"/>	Share final project plan with client

Weeks 1 & 2: Get Scheduled

<input type="checkbox"/>	Schedule weekly calls or touchpoints
<input type="checkbox"/>	Schedule Training: Manifest Awareness (if applicable)
<input type="checkbox"/>	Schedule Training: Manifest Overview
<input type="checkbox"/>	Schedule Training: Manifest Hands-On



<input type="checkbox"/>	Schedule Training: IT Security (if applicable)
<input type="checkbox"/>	Schedule Resources: 3D Model (if scoped)
<input type="checkbox"/>	Schedule Resources: Integration Support (if scoped)
<input type="checkbox"/>	Schedule Equipment: Schedule time with equipment for authoring and testing (if applicable)
Week 2: Configure Data	
<input type="checkbox"/>	Provision Users
<input type="checkbox"/>	Create Location(s)
<input type="checkbox"/>	Create Asset Class(es)
<input type="checkbox"/>	Create Assets
<input type="checkbox"/>	Pre-Author Template
<input type="checkbox"/>	Configure and set-up 3D models (in accordance with scope)
<input type="checkbox"/>	Configure Integrations (in accordance with scope)
Week 3: Content Capture - Authoring	
<input type="checkbox"/>	Finalize SOP's to author. Optimize Manifest check-lists. Define note types to use with steps.
<input type="checkbox"/>	Finalize position and placement of Asset Tag. Print and place tags on all equipment
<input type="checkbox"/>	Author Templates (include spatially anchored content)
<input type="checkbox"/>	Create appropriate size and orientation of digital assets (if 3D models are being used)
Week 3: Execute	
<input type="checkbox"/>	Work with Operator to perform procedures using Manifest and evaluate authored templates
<input type="checkbox"/>	Gather initial user feedback
<input type="checkbox"/>	Adjust and optimize procedures based on evaluation and user feedback
Week 4: Validate, Test, and Gather Data	
<input type="checkbox"/>	Test procedures against current state baseline
<input type="checkbox"/>	Gather side-by-side data
<input type="checkbox"/>	Gather user feedback related to Manifest
<input type="checkbox"/>	Evaluate data against KPI's and Success Criteria
<input type="checkbox"/>	Document Findings
<input type="checkbox"/>	Film (if applicable)
Week 4: Evaluate	
<input type="checkbox"/>	Review results and measure against acceptance and success criteria – review KPI's
<input type="checkbox"/>	Finalize and share Project Summary Document with Client
<input type="checkbox"/>	Internal review with Sales, Partner, and Product as appropriate
<input type="checkbox"/>	Host formal post-mortem with client