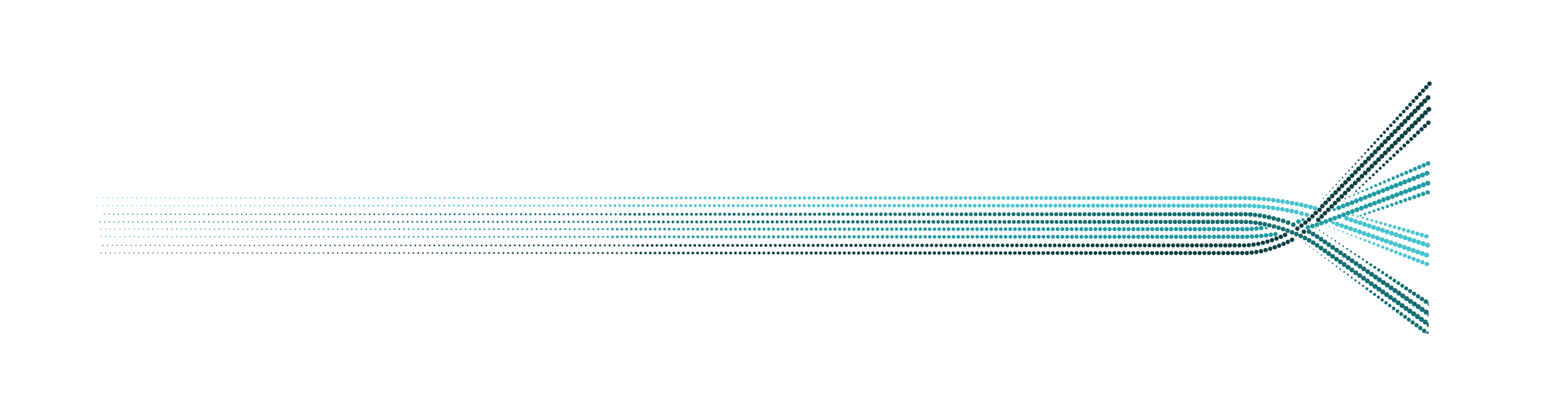
A picture containing person, sky, outdoor, sport

Description automatically generated



Day 1 - Project Implementation Form

Kick-off, Introduction and Finance (Part 1)

Version: K3|pebblestone Cloud 1.0

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## 1. **Customer and Project Data**

|  |  |
| --- | --- |
| **Customer Name** |  |
| **Implementing Consultant** |  |
| **Date** |  |
| **Project & Activities** | Kick off, Introduction and Finance (Part 1) |
| **Time Scheme** | We estimate a seven-hour duration to discuss the topics listed below. |

## 2. Attendees by Functional Area

|  |  |  |
| --- | --- | --- |
|  |  | Name of K3|pebblestone users per functional area |
| **KEY** | Key user |  |
| **SD** | Sales Department |  |
| **PD** | Purchase Department |  |
| **WD** | Logistics / Warehouse Department |  |
| **FD** | Finance Department / Accounting |  |
| **ALL** | All K3|pebblestone users |  |

These will be the users that will have a role in the implementation of K3|pebblestone. It is important that they attend to the sessions for their functional area. When the necessary users don’t attend, this could cause serious delays for further implementations.

## 3. Targets for the End of the 1st Day

* Implementation plan and Wholesale process overview.
* Basic setup data via Assisted Setup.
* Basic Financial setup: Chart of Accounts and Posting Groups setup.
* General setups

## 4. Pre-requisites Day 1

To make sure that we cover all the topics planned for day 1, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

* Demo videos:
  + - * K3|pebblestone Item
      * Item Phases within K3|pebblestone
      * Sales ordering with K3|pebblestone
      * K3|pebblestone Presales Plan
      * Cancellations and Replacements within K3|pebblestone
      * Purchase orders creation within K3|pebblestone
      * End of season Cancellations within K3|pebblestone
      * K3|pebblestone Item Supply Planning
      * K3|pebblestone Delivery Plan

## 4. Customer Form Day 1 – Kick-off, Introduction and Finance (Part 1)

To deliver a clear and complete implementation within the set timeframe it is important that the tasks are completed within the estimated time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Estimated time (mins)** | **Attendees on functional area** | **Completed** | **N/A** |
| Kick-off and Introduction. Overview of the Implementation plan and planning the meetings ahead. | 60 | ALL |  |  |
| Assisted Setup Wizard | 30 | KEY |  |  |
| Small Break | 15 |  |  |  |
| Assisted Setup Wizard | 90 | KEY |  |  |
| Lunch Break | 30 |  |  |  |
| Chart of Accounts and Posting Groups setup | 60 | KEY/ FD |  |  |
| Number Series validation | 30 | KEY |  |  |
| Small Break | 15 |  |  |  |
| Company logo | 15 | KEY |  |  |
| Ask the questions, if necessary, about setup: Warehouse setup Sales & Receivables setup Purchase & Payables setup Inventory setup Pebblestone Fashion setup | 75 | KEY |  |  |
| Review training |  | KEY |  |  |
| **Total hours spent** | **7 hours** | | | |

|  |  |
| --- | --- |
| Additional time spent on (to be invoiced) | Minutes |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Tasks for the customer | Deadline |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Tasks for the implementor | Deadline |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Remarks |
|  |

|  |  |
| --- | --- |
| Dates |  |
| **Signature for acceptance** |  |

Disputes concerning the time spent and the subjects discussed must be announced to COMPANYNAME within 3 business days after the visit of the implementer.