



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.