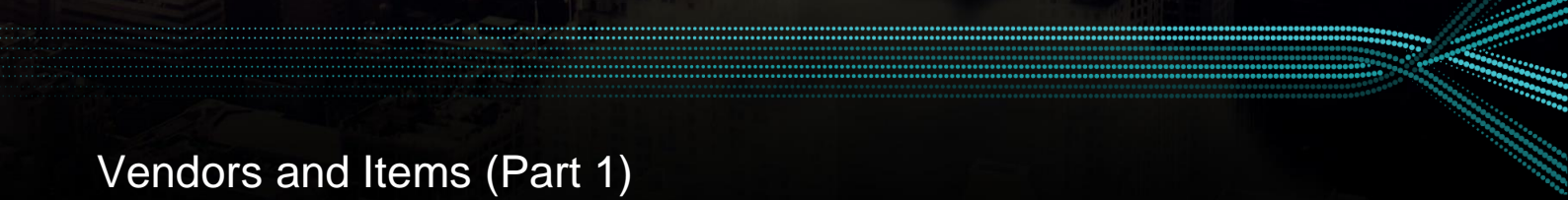




Day 3 – Project Implementation Form

Vendors and Items (Part 1)
Version: K3|pebblestone Cloud 1.0



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1. Customer and Project Data

Customer Name	
Implementing Consultant	
Date	
Project & Activities	Vendor and Items (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 3rd Day

- Setup of templates for Vendor
- Import of Vendors
- Setup of templates for Items
- Import of Items

4. Pre-requisites Day 3

All customers are entered in the system.

To make sure that we cover all the topics planned for day 3, 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
- Online Academy:
 - Item Management
 - Item Creation
 - Styles
 - Colors
 - Color Groups
 - Sizes
 - Item categories
 - Seasons
 - Brands
 - Collections
 - Genders
 - Compositions
 - Item Phases

5. Customer Form Day 3 – Vendors and Items (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
Answering the questions from day 2, or from watching the videos to prepare for day 3.	30	KEY		
Explanation of the Vendor Card	30	PD/ FD		
Vendor Templates	30	PD/ FD		
Small Break	15			
Vendor Templates	30	PD/ FD		
Spend some time together in filling the Vendor Excel Import	60	SD, FD		
Lunch Break	30			
Explanation of the Item Card and Item List	90	SD		
Small Break	15			
Item phases	30	PD		
Item Templates	60	PD		
Review day 3				
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.