Sample Project Plan - Business Central with Qi Ltd

This is a typical project timeline. Timelines can alter in line with additional project requirements or by request as specified by our customers

Meeting	Week Number	Date & Time	Who	Duration	Location	Notes
Project sign off	Week 0		Project is signed off and invoice is raised for month one of subscription and 50% of project services			Payment for software licensing is always required monthly in advance. 50% of the total services is invoiced at the beginning of the project. The balance is then invoiced as it is delivered against timesheet.
Project Planning	Week 1		Project Manager and Key Users Qi D365BC	2 Hours	Remote	Agree key dates, Plan D365BC server set up
D365BC Solution Demonstration	Week 1		Project Manager, Key Users Qi D365BC	Whole Day	Your Site or Remote	Agree ways of working with D365BC, confirm data conversion, agree training content
Start D365BC Trial Data Conversion	Week 1		Qi D365BC		Qi	Load Trial Data conversion to D365BC
D365BC Training 1	Week 2		Project Manager, Any users who will attend D365BC training QI D365BC	Half Day	Remote	Introduction to D365BC
D365BC Training 2	Week 2		Project Manager, Key Users Qi D365BC	Half Day	Remote	Inventory
D365BC Training 3	Week 2		Project Manager, Key Users Qi D365BC	Half Day	Remote	Production
D365BC Training 4	Week 3		Project Manager, Key Users Qi D365BC	Half Day	Remote	Purchase Orders
D365BC Training 5	Week 3		Project Manager, Key Users Qi D365BC	Half Day	Remote	Sales Orders
D365BC Training 6	Week 3		Project Manager, Key Users Qi D365BC	Half Day	Remote	Finance
D365BC Training 7	Week 3		Project Manager, Key Users Qi D365BC	Half Day	Remote	Tailoring the Role Centre Any Final Questions
D365BC Live Data Conversion	Week 4 Stop updating old system at 14:00		Qi D365BC		Qi	Work will be done from 14:00 overnight, and loaded to D365BC ready for Live Processing, next working day or day after
D365BC Live Processing	Week 4		Qi D365BC		Via Microsoft Teams	Assistance with any first use issues, delivered via an open Teams meeting that your key users can connect to with any issues
D365BC Periodic processes	After go live		Project Manager, Finance Users Qi D365BC	Half Day	Via Microsoft Teams	Assistance with any periodic processing issues, such as management reporting and VAT, delivered via an open Teams meeting that your key users can connect to with any issues