

Photon Project Plan Review

- Photon Goal Overview:
 - Make you successful
 - Provide strong foundation for when we are gone
 - Administration support
 - Reporting
 - Training
 - Support
- Business Requirements Discussion – 1 hour
 - Needs review - Why Photon? & What you expect to get?
 - Q&A
- Manual Review – 2 hours
 - Preview Project Plan
 - Schedule Initial Training visit (see below)
- Implementation Questionnaire Review – 1 hour
 - Discuss roles & participation
- Demo – 1 hour
 - Mobile & web versions (30 minutes)
 - Review Reports & Dashboard Review (30 minutes)

Wi-Fi Testing – 1-2 hours
Simultaneous Photon & Facility testing – Hosted by I.T.

Events to Schedule:

- ELT Meeting
- SA Training – Room / Date & Time / Personnel
- ETS – Room / Date & Time / Personnel
- On-call Department Chairs (Physician Champions) – Room / Date & Time / Personnel
- Scheduler(s) – Room / Date & Time / Personnel
- EU – Confirm # of Visits (2 or 3) / Physicians Lounge / Time Frames / Users to Train