**9 MONTHS BEFORE**

**STEP 1**
PROJECT MANAGER KICK OFF MEETING

**STEP 2**
SET UP QMLATIV ENVIRONMENT

**STEP 3**
RECEIVE DISTRICT CONTACT INFO FOR ACCESS TO QMLATIV SANDBOX

**STEP 4**
CREATE SANDBOX AT ISCORP

**STEP 5**
REQUEST BACKUP OF DISTRICT’S CURRENT LIVE SMS 2.0 DATABASE

**6 MONTHS BEFORE**

**STEP 1**
REVIEW CURRENT PRODUCTS OWNED BY THE DISTRICT AND WHAT WILL BE AVAILABLE IN QMLATIV

**STEP 2**
ESTABLISH “GO LIVE” DATE FOR MIGRATION WITH PROJECT MANAGER

**STEP 3**
BEGIN TRAINING STAFF WITH PROFESSIONAL DEVELOPMENT CENTER

**3 MONTHS BEFORE**

**STEP 1**
REVIEW DATA CLEANUP RECOMMENDATIONS

**STEP 2**
CREATE REPORTS IN SANDBOX FOR IMPORT INTO LIVE QMLATIV DATABASE

**STEP 3**
CONFIRM “GO LIVE” DATE