

An implementation solution for OrgPublisher

PURPOSE OF PACKAGE: The Aquire team has established the following package to help you make the most of your recent purchase of OrgPublisher solutions. A Services Rep will work with you to put your tailored package together and schedule the appropriate Aquire team member for the services you need.

What is available in the package?

This package provides 15 hours of planning sessions, training and services with an experienced Aquire Team member. The Aquire team will guide you through the appropriate options (listed below) to ensure a complete and successful OrgPublisher implementation.

Our common delivery method is via WebEx. Web-based service times can be scheduled in as little as 1 hour segments, which allows customer preparation time between sessions.

Arrangements for on-site sessions are also available. Planning sessions will be held via WebEx in preparation for any on-site time. The customer is responsible for Aquire staff travel expenses.

This package also includes 7+ hours of recorded training and manuals on OrgPublisher's user interface. These are available from the Aquire website and can be viewed by an unlimited number of people for an unlimited number of times.

Customer Team Members

- Business Owner
- Project Lead
- Data Owner/DBA
- If SAP, Basis Team
- Web Contact
- IT Contact
- Chart Administrators

OrgPublisher Implementation Steps:

The following is a suggested road-map for installation, set-up and chart distribution. Our team of experts will walk with you through you and your project team to ensure a successful OrgPublisher implementation.

Implementation Planning

Aquire and customer teams determine implementation plan.

- Aquire team provides a detailed OrgPublisher demo
- Customer completes OrgPublisher Implementation and Training Prep Questionnaire
- Goal setting
 - Viewing audience defined – number of charts required

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- Reporting and analytics required
- Required data fields identified for each data feed
- Required chart style layouts within each chart
- Security requirements
- Integration with Existing Applications (separate quote)
- Chart distribution method
- Identification of 1st Phase roll-out schedule
- Identify items for 2nd Phase of roll-out

Installation and Setup

Aquire and customer installation team members (IT contact, Web Contact) install and setup OrgPublisher based on requirements established during the goal setting session.

- EChart Server Setup
- Security Setup for EChart
- Automatic Publishing Setup
- Web Administration Setup
- Local setup of Cab file
- Thin Client Publishing
- Scripts for ActiveX component
- Real Time Chart Setup

Data Extraction

Aquire and customer team members (Database Owner/DBA) will prepare data output based on the results of the goal setting session.

- Basic required fields
- Position Types
- Custom Fields
- Photos

Chart Design & Publishing

Aquire trainer works with customer chart administrators developing the chart design based on goal definitions.

- Design the required charts using the data extraction
- Review with project team and modify as needed
- Summary setup
- Head counts
- Style Setup
- What-if Planning

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- Group setup
- Hotspot setup
- OrgHistory Setup
- OrgPlan Source Chart Setup and Publishing
- OrgPublisher Directory Formatting
- Search Box Setup
- Views Setup
- Printing
- Set up publishing definition and publish charts

Training

The Aquire trainer will schedule additional training for customer groups based on needs identified during the goal setting session. Training manuals include information specific in the customer implementation.

Training classes are delivered via WebEx and are limited to 10 students maximum. Suggested training options are:

- OrgPlan Users
- Additional Administrators
- Training for potential 2nd phase chart generation
- End User training (viewers of the published chart)

Please Note: If repeated sessions are required for specific topics, additional training fees may apply and will be quoted.

Integration with Existing Applications

OrgPublisher can be automated to provide seamless integration with an existing application. If it is determined this is a need during the planning phase, the Aquire team will provide a separate quote for these development services.

Customized coding solutions include but are not limited to the following technologies:

- VB scripts
- HTML programming
- ASP programming
- API programming
- Cascading Style Sheets
- Thin client default pages modifications
- Custom single sign-on configurations