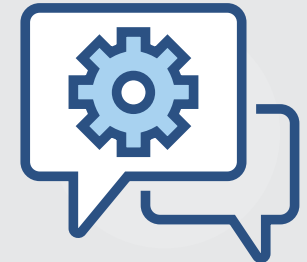
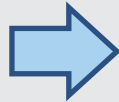


# Extend Upgrade Methodology

## Project Management



### Organize

- Project management
- Finalize project team organization
- Finalize scope and strategy
- Pre-upgrade planning
- Technology gap analysis
- Finalize detailed project plan
- Project kick-off

### Impact Analysis

- Project management and team meetings
- Product net change education
- Define requirements for new software functionality
- Conduct functional and technical impact analysis
- Finalize detail specifications definition
- Refine detailed upgrade workplan, budget and charter

### Upgrade, Tune and Prepare

- Set new software functionality parameters
- Confirm functional blueprint
- Develop test scripts and user procedures
- Refit and test modifications, interfaces, conversions and reports
- Prepare training
- Update system documentation
- Conduct integrated and performance testing
- Prepare for cutover

### Deliver and Support

- Conduct end-user training
- Upgrade production environment
- Execute upgrade cutover plan
- Monitor upgrade Progress
- Post upgrade Support

## Quality Assurance