

Yesplan is with you every step of the way during and beyond your implementation project to make sure you get the most from your system.

Behind every great Yesplan project is great project leader and team at our clients

Project Managers

To ensure your project is a success, you need to nominate 1 person who will be your **organisation's project leader**. This person will be the first point for contact of Yesplan and also become a **Yesplan administrator**.

The project leader has knowledge of the **internal** workflows of your organisation and has a mandate to decide. Besides this person, you should appoint a second administrator who follows all the training. Administrators should have good computer skills.

Project team

All departments that will work with Yesplan are expected to be represented in the kick-off. This way we can ensure all needs are reflected in Yesplan once up-and-running.

The more input from your organisation, the better the results!

Key stages in Yesplan projects



Our Account Managers are there every step of the way



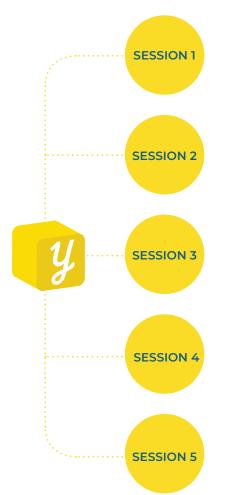






Every venue we work with is different, and so we find, is every Yesplan project.

Some organisations want to be live in weeks, others want deliver the project over a number of months. Below is an example overview of a **5 session project cycle**. Working in sessions, means that the **customer has control** over the speed of the implementation. These sessions will be projected on a timeline together with the customer in our track-planner, after the kick-off meeting.



System Navigation & Basics of Yesplan

You now have a live instance of Yesplan, let's get moving. We will teach you how to **navigate** arround the **system interface**. We will then look at the basics of events in Yesplan, such as statuses and profiles.

Working with Contacts & Companies

We will start to look at the **contacts** you work with when planning events. These may be external contacts, such as partners, external suppliers or event producers and internal contacts which are rights owners. You'll also learn how to **group contacts** into companies for better communication and reporting.

Venues Resources and Staffing Rules Reporting

Let's start building out your venues, looking at specific data or configurations that each one may have. We will start to work with you to group your venues for better **reporting** and to allow the right people to see the information that they need to see.

Notifications and Permissions

As we now build out your solution, we need to start to work on **outputs** for your **team**. We'll start with some basic reports like a **production sheet** or a **hire agreement template**, then looking at other needs. We will also work with you to configure our notifications features for your team.

Testing & Getting live

So, the venues are built, reports configured and users trained. You're almost there and live with Yesplan! All users have to **test and give their feedback.** After this final round we can go live!

We decide together whether you will import data or do it manually during the different sessions of the implementation.



Remote Learning

We love saving time, money and the environment and so do our clients. We favour remote learning through our video and 1 to 1 training tools.



Onsite training

A classroom environment works well for groups in larger organisations. As we move through the project, we might prefer to run sessions for staff training and familiarisation in your venue.



'Homework'

You will tailor your Yesplan installation for your needs. Throughout the project your team will need to consider how you wish to implement Yesplan to best serve your work flows. This is done in between your training sessions.

