Client:

Date:

Live Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task Name | Hours | % Comp | Start date | Finish date | Notes |
| **Setup hosted environment or I-Series requirements** |  |  |  |  | Establish secure internet connection (VPN) and have confirmed with your ISP a guaranteed level of Bandwidth / Quality of internet connectivity. Printers Tested: |
| **Management training** |  |  |  |  |  |
| **Collector, payment entry and clerical training** |  |  |  |  |  |
| **Data conversion** |  |  |  |  |  |
| **Letters and letter interfaces** |  |  |  |  |  |
| **Electronic payment interfaces (CC, Direct checks)** |  |  |  |  |  |
| **New business interfaces and custom work prior to conversion** |  |  |  |  |  |
| **Remittance statements and checks and month-end processing** |  |  |  |  |  |
| **Credit reporting options and work flows** |  |  |  |  |  |
| **Dialer install / setup** |  |  |  |  |  |
| **Dialer training** |  |  |  |  |  |