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4-PHASE IMPLEMENTATION METHODOLOGY

OVERVIEW

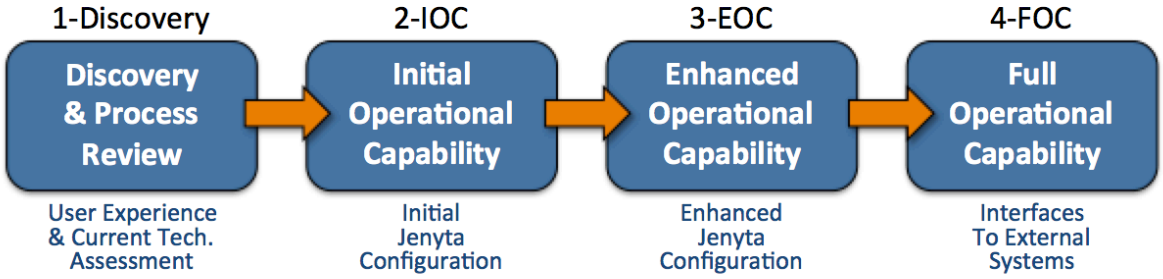
This project plan defines the overall strategy, milestones, and deliverables for the deployment of Jenyta Networks Enterprise Work Management solution. Jenyta Networks is an enterprise-class collaborative work management platform that integrates functionalities of records management, document management, workflow and process automation to solve today's key information management problems.

RESOURCES

Jenyta Networks will have primary responsibility for project management and successful completion of all deliverables. Jenyta Networks will assign resources to complete all steps involved. These resources will work on site at Commonwealth location(s) when required and remotely at Jenyta Networks where activities permit.

The specific resources will be:

- Project Manager – This resource will be responsible for project management tasks including but not limited to Project Change Requests and Approvals, Deliverables, schedules etc. This resource will also serve as the single point of contact during the system implementation phase.
- Technical Consultant – This resource will coordinate all activities on workflow analysis and the particular data requirements to customize the system to meet project objectives. Resource will manage the design and implementation of database schemas, process forms, Application Programmatic Interfaces (APIs), System Setup and Testing.



PROJECT APPROACH & PRACTICES

Jenyta Networks will employ a Four (4) phased approach to solution implementation.

Phase 1: Discovery & Business Process Review

Phase 1 begins with discovery & business process analysis, as well as an assessment of existing technologies and applications.

Tasks

1. Project Kick-off meeting with subject matter experts & stakeholder
2. Technology systems review meeting with IT department
3. Gap analysis of existing system (if applicable)

4. Process and workflow analysis and mapping
5. Reporting requirements and analysis
6. Legacy data analysis and conversion strategies
7. Application and database interface analysis
8. Setup and configuration of a Test Server.
9. Setup and configuration of a Baseline/Test-drive system on the Test Server in order to test the system/network configurations
10. Select an Initial Operational Capability (IOC) team who will be responsible for interfacing with Jenyta Networks as well as system testing.

Milestones & Deliverables:

1. Gap Analysis Reports (if applicable)
2. Procurement Process Maps

Dependencies

1. Successful completion of the on-site meeting and technology reviews.
2. Successful configuration of the test server/network (if applicable)

Phase 2: Initial Operational Capability - IOC

During Phase 2, Jenyta Networks consultants work closely with the IOC team to create a prototype and an initial operational capability (IOC) system. The prototype will be released to IOC team for testing and validation. The prototype system will reside primarily on test server and it is expected that the users will suggest changes/enhancements.

Tasks:

1. Conduct use-case and user-interface evaluation sessions
2. Deploy IOC system that addresses the project solution objectives
3. Populate database with demo data objects
4. Create IOC test and validation documents based on supplied test outline and plan
5. Demonstrate IOC solution to users and management
6. Train IOC team on the process as well as Jenyta Networks User Interface
7. Brainstorm on changes, new features, security, scalability and enhancements
8. Develop and plan interfaces to legacy applications

Milestones & Deliverables:

1. IOC Testing & Validation
2. IOC User Training
3. Baseline System Launch (IOC)

Dependencies:

1. Timely completion of use-case and user-interface evaluation sessions
2. Availability of demonstration data in a format importable to Jenyta Networks
3. Availability of IOC team for system demonstration and user training

Phase 3: Enhanced Operational Capability

Following the deployment of the IOC system, Jenyta Networks will begin work on an enhanced implementation of IOC solution objectives. The enhanced system will feature a more robust implementation and a possible re-design of some components of the IOC system. The enhancements will be released in increments as appropriate to provide improved capabilities to users.

Tasks:

1. Robust implementation of IOC solution objectives
2. Address issues relevant to system security and scalability
3. Configure document access controls
4. Integrate records management features
5. Integrate document management and archival features
6. Address issues relevant to management reports
7. Create/adapt user training and online help resources
8. Migrate enhancements from test server to online servers
9. Provide web based user training as required as new features and/or enhancements are released
10. Plan and conduct acceptance testing

Milestones & Deliverables:

1. Fully Tested & Validated IOC system
2. User Training & Online Help Videos and Links

Dependencies:

1. Successful and timely implementation of the IOC Testing & Validation
2. Successful and timely implementation of the IOC User Training

Phase 4: Full Operational Capability & Validation- FOC

Following acceptance testing and validation of the enhanced system, Jenyta Networks begins implementation of the full operational capability (FOC). The FOC will involve the enhanced implementation of the solution objectives and migration to the live servers.

Task:

1. Deployment of FOC in a secure environment
2. Upload Legacy Data (if applicable)
3. Create additional roles and user interfaces as required
4. Train additional users or trainers as required
5. Train database administrators, process coordinators as required

Milestones & Deliverables:

1. Full Operational Capability (FOC) system
2. Live Project Use

Dependencies:

1. Timely acceptance of all deliverables and execution of all tasks specified in phases 1 – 3 of this draft project plan.

INTEGRATION WITH OTHER APPLICATIONS

Jenyta Networks can interface to any existing application or other third-party applications provided one or more of the following is true:

- A URL exist to the application
- The application database is ODBC Compliant
- The application can accept an HTTP Post
- The application implements web services
- The application has Application Programmatic Interfaces (APIs) written in C, or C++ or Java
- The Application supports XML
- The Application Implements Queuing and Messaging

During the Discovery phase of the project, Jenyta Networks will conduct a detailed study of the existing applications and legacy databases and devise an appropriate integration strategy.