ID	Task Name	Duration	Predecessors
1	**Project Start**	**99.88 days**	
2	**Pre-Implementation and Plant-level planning**	**99.88 days**	
3	Prepare for plant review	1 day	
4	Kick-Off Meeting (onsite)	1 day	3FS+1 day
5	Plant Review (onsite)	3 days	4SS
6	**BHR**	**11.5 days**	
7	Create new WC list and get plant agreement	3 days	5
8	Prepare BHRs and obtain approval	5 days	7
9	Reconcile WC and list gaps	4 hrs	8
10	Receive new BHRs, get approval for WC build	3 days	9
11	Document plant review	3 days	5SS
12	Review with project team	1.33 hrs	11
13	GAP Presentation (onsite)	1 day	12
14	Plant documents exceptions, review w/ project mgmt	3 days	13
15	Go / No-go decision based on exceptions	1 day	14
16	Project and Gap planning at plant-level	5 days	15
17	**Report specification and development**	**31 days**	
18	Identify Business Key Metric.	2 days	16SS
19	Compare plant reports to standard library, determine custom reports	5 days	18
20	Develop specs for custom reports	12 days	19
21	Report coding and testing	12 days	20
22	**Database Items**	**54.72 days**	
23	Configure Server and load MIS/ERP Program	5 days	16
24	**System Administration**	**0.45 days**	
25	Fiscal Period Names	0.15 days	23
26	Fiscal Year & Period Start Dates	0.15 days	25
27	Create Custom Report Folder	0.15 days	26
28	**Utilities**	**48.42 days**	
29	**Free Fields**	**2.75 days**	
30	Customer	0.5 days	27
31	Supplier	0.5 days	30
32	Employees	0.5 days	31
33	Inventory Items	0.5 days	32
34	Jobs	0.75 days	33
35	**Automatic Mail Definitions**	**45.29 days**	
36	Credit Limit	0.25 days	34
37	Planner events	0.13 days	287
38	Job Management Events	0.15 days	37
39	Mailing	0.15 days	287
40	Import Utilities	0.01 days	39
41	Custom Text	0.5 days	40
42	**Options**	**4.51 days**	
43	**System Options**	**0.3 days**	
44	Connector Options	0.15 days	41
45	Communications Diagnostics	0.15 days	44

ID	Task Name	Duration	Predecessors
46	**Account Payable Options**	**0.15 days**	
47	Supplier Numbering	0.15 days	41
48	**Accounts Receivable Options**	**0.85 days**	
49	Default Aging	0.15 days	41
50	Invoice Printout	0.7 days	49
51	**Job Management Options**	**3.86 days**	
52	Auto Numbering and next ID	0.02 days	41
53	Credit Check	0.02 days	52
54	Promise Time Default (Scheduling System)	0.02 days	53
55	Copy Job Defaults	0.02 days	54
56	General ledger	0.02 days	55
57	Material Usage	0.02 days	56
58	Merge Defaults and Job Planning Spec	0.02 days	57
59	Production Ticket and Planner Ticket	0.02 days	58
60	Planner (2 pages)	0.02 days	247
61	Reports	0.02 days	59
62	Packing List	0.02 days	60
63	Scheduling Updates	0.02 days	61
64	Shop Floor	0.02 days	62
65	**Purchasing Options**	**0.02 days**	
66	Planned Default Employee	0.01 days	41
67	Purchase Order Printout	0.01 days	66
68	**Scheduling Options**	**0.01 days**	
69	Scheduling System Options for Planner	0.01 days	41
70	**AR Options**	**0.14 days**	
71	Tax Override	0.02 days	41
72	Dunning Messages	0.02 days	71
73	Sales Tax Jurisdictions	0.02 days	72
74	Sales Tax Codes	0.02 days	73
75	Sales Distribution Codes	0.02 days	74
76	Set Flags to update at batch close	0.02 days	75
77	AR Default Accounts	0.02 days	76
78	**AP Options**	**0.1 days**	
79	Automatic Supplier Numbering	0.1 days	41
80	**General Ledger Options**	**0.02 days**	
81	GL Default Accounts	0.02 days	41
82	**Security**	**2.5 days**	
83	Enter users	0.75 days	23
84	Program Security and Favorites	0.25 days	83
85	Create User Groups and group security settings	0.75 days	84
86	Assign Users to Groups	0.75 days	85
87	**Convert and Load Data**	**65.63 days**	
88	**Automated Data Migration**	**39 days**	
89	Data Migration Planning	2 days	16,23
90	Create GL Translation File (mapping old COA to new COA)	5 days	89

ID	Task Name	Duration	Predecessors
91	Create, Import and Validate Chart of Accounts	3 days	90
92	Extract Data for Table Maintenance - Round 1	1 day	91
93	Put Data into Excel Format for review w/plant	5 days	92
94	**Table Imports Preparations**	**0.5 days**	
95	Customer Table	0.2 days	93
96	Customer Contact	0.2 days	93
97	Customer Expense Code	0.2 days	93
98	Customer Notes	0.2 days	93
99	Customer Ship To	0.2 days	93
100	Employees	0.2 days	93
101	Inventory Items	0.2 days	93
102	Suppliers	0.2 days	93
103	Items Training	0.5 days	93
104	**Inventory data needed for Estimating standards build (bucket items and suppliers)**	**13 days**	
105	Setup and validate local user	8 days	93,101
106	Convert data to new naming & numbering standards	2 days	105
107	Import data into new system	2 days	106,127
108	Validate imported Data	1 day	107
109	**Other data**	**15 days**	
110	Convert data to new naming & numbering standards	5 days	93
111	Import data into new system	5 days	110,127
112	Validate imported Data	2 days	111
113	Populate Free Fields	3 days	34,112
114	Extract data for Round 2 data migration	5 days	113
115	Export additions and changes, convert, import and validate	3 days	114
116	**Table Loading**	**65.63 days**	
117	**Determine departments (production, materials, GL)**	**21 days**	
118	Build GL Summary Accounts	1 day	91
119	Integrate departments w/ GL	1 day	118
120	Integrate other tables w/ GL (not departments)	5 days	119
121	Integrate other companies - intercompany	1 day	120
122	Create and Load GL History File	5 days	121
123	Validate MIS/ERP Financial Statements	3 days	122
124	Customize Expense Statement by Department	5 days	123
125	Work Types	0.25 days	91
126	Build Department Groups Table	0.5 days	91
127	Build Department Table	2 days	91,126
128	Unit of Measure	0.25 days	91
129	Production Divisions	0.25 days	91
130	Sales Classes	0.25 days	91
131	Shipping Classes	0.25 days	91
132	Production Classes	0.25 days	91
133	Sizes	0.25 days	91
134	Special Charges	0.25 days	91

ID	Task Name	Duration	Predecessors
135	**Customer Tables**	**2 days**	
136	Customer Groups	0.25 days	99
137	Sales Region	0.25 days	99
138	Customer Services Reps	0.25 days	99
139	Shipping Methods	0.25 days	99
140	AR Tax Exempt Types	0.25 days	99
141	AR Tax Jurisdictions	2 days	99
142	AR Tax Codes	1 day	99
143	AR Tax Registration	0.25 days	99
144	AR Payment Terms	0.25 days	99
145	Invoice Distribution	0.25 days	99
146	Import Customer Table	0.02 days	95
147	Import Customer Contact	0.02 days	96
148	Import Customer Expense Code	0.02 days	97
149	Import Customer Notes	0.02 days	98
150	Import Customer Ship To	0.02 days	99
151	**Supplier Tables**	**0.5 days**	
152	AP Payment Terms	0.25 days	91,102
153	AP Tax Codes	0.5 days	91,102
154	AP Tax Jurisdictions	0.25 days	91,102
155	Supplier Group	0.15 days	91,102
156	Import Suppliers	0.02 days	91,102
157	Complete Suppliers Planner Data page.	0.25 days	156
158	**Inventory Tables**	**6.95 days**	
159	Inventory Categories	0.25 days	92
160	Stock Types	0.25 days	159
161	Stock Brands	0.25 days	160
162	Warehouses	0.25 days	161
163	Adjustment Classes	0.25 days	162
164	Damage Classes	0.25 days	163
165	Update Item Import file with new Inventory table settings	0.5 days	101,164
166	Import Items	0.25 days	165
167	Material Type Data Page (Planner)	1 day	166
168	**Production Tables**	**65.63 days**	
169	**Operations**	**6 days**	
170	Review Operation Code template with Estimating and Manufacturing managers	1 day	16
171	Enter Operation Codes	1 day	170,23
172	Job Planning Specifications Categories	0.25 days	
173	Work Center Groups	0.25 days	
174	**Work Centers**	**50.46 days**	
175	Identify all functional machines operational areas	0.5 days	16
176	Enter WC in work flow order	1 day	23,127,175,6
177	Assign Operations	0.5 days	171,176
178	Enter Material linkage items	0.25 days	166
179	Complete Planner Data page.	0.25 days	176,247

ID	Task Name	Duration	Predecessors
180	Reason Class 1 and Reason Class 2	0.25 days	16,23
181	**Reason Codes**	**20 days**	
182	Review Reason Code template with managers	0.5 days	16
183	Create codes and assign to WC/Op	1 day	177,182,180
184	Auto-Count Machine	1 day	177,292
185	Desktops	0.25 days	176
186	**Mailing Tables**	**0.65 days**	
187	Review table presets	0.25 days	23
188	Run Preset Utility	0.15 days	187
189	Alter tables as necessary	0.25 days	188
190	**Employee**	**48.71 days**	
191	Interview Managers for typical employee templates	1 day	16
192	Create Template Employee ID worksheet and develop naming convention	1 day	191
193	Employee Table (Import)	0.25 days	100,192
194	Duplicate ID list in Free Field and set to Require	0.25 days	192
195	**Create Template Employees**	**1.65 days**	
196	Add Template Employee ID	0.25 days	192,194
197	Select Template ID Free Field	0.15 days	196
198	Complete Pay Rate page	0.25 days	197
199	Complete Shift Setup page	0.25 days	198
200	Complete Shop Floor Data Collation Options page	0.25 days	199
201	Assign Inventory Items	0.25 days	200
202	Assign WC and Operations	0.25 days	201
203	Copy Templates to Employee	1 day	193,202
204	Set Planner Data	0.25 days	193,244
205	Set Purchase Order/Requisition, System Options	0.25 days	193
206	**Estimating Standards Build in Live DB**	**22.26 days**	
207	Status Codes	0.25 days	108,177
208	Process Types	0.25 days	207
209	Stock Categories	0.25 days	208
210	Estimators	0.25 days	209
211	Estimating Preferences	0.25 days	210
212	Estimate Print Tab for Planner	0.25 days	211
213	PrinterSite Preferences	0.25 days	212
214	Segment Preferences	0.25 days	213
215	**Estimating Standards**	**9.76 days**	
216	Paper item assignment method selected	0.01 days	214
217	Stock Standards	1 day	216
218	Ink Standards	0.5 days	217
219	Prepress Standards	0.75 days	218
220	Plating Standards	0.75 days	219
221	Prepress/Digital Pricelist Standards	0.75 days	220
222	Press Standards	0.75 days	221
223	In-line Press Standards	0.75 days	222
224	Cutting Standards	0.75 days	223

ID	Task Name	Duration	Predecessors
225	Folding Standards	0.75 days	224
226	Finishing Standards	0.75 days	225
227	Finishing In-Line Standards	0.75 days	226
228	Outside Material Standards	0.75 days	227
229	Fold/Glue Standards	0.75 days	228
230	**Wizards**	**8 days**	
231	Prepress Wizards	0.5 days	219
232	Finish/QuickQuote Wizards	0.5 days	229
233	Run test estimates to validate standards	10 days	232
234	**PrinterSite Internal**	**3.25 days**	
235	Set up Company profile	0.5 days	233
236	Create RFQ Forms	2 days	235
237	Create Users	0.5 days	236
238	Set PrinterSite Preferences	0.25 days	237
239	**Planner Setup**	**19.55 days**	
240	Planner Preferences	0.5 days	233SS
241	**Plant Setup**	**3.25 days**	
242	Companies	0.25 days	240
243	User Groups	0.25 days	242
244	Companies and people	1 day	243
245	Company Type	0.5 days	244
246	Additional Miscellaneous Specifications	1 day	245
247	Teams	0.25 days	246
248	**Process Machines**	**15.8 days**	
249	Bindery	0.5 days	247
250	Ensure that all Handwork processes have been added to the Handwork machine as a runn	0.5 days	247
251	Presses	0.5 days	250
252	Plates	0.5 days	251
253	Mailer	0.5 days	252
254	Add additional Post Press or Post Finishing machines (Cutters, Folders, shrink wrap machi	0.5 days	253
255	**Imposition Editor**	**13.3 days**	
256	Create Master List	10.85 days	254
257	Standard naming convention identified and documented	0.15 days	256
258	Reviewed\deleted impositions for accuracy and adjust as necessary	0.15 days	257
259	Ensure all impositions are linked to the appropriate presses and have the corresponding charts assigned.	0.15 days	258
260	Imposition Wizard	2 days	259
261	**Materials**	**1.5 days**	
262	Containers	0.5 days	254
263	Packages	0.5 days	262
264	Ink Types	0.5 days	263
265	**Miscellaneous**	**0.15 days**	
266	Plant Holiday Schedule	0.15 days	235
267	**Performance Standards**	**5 days**	
268	Plate & Cylinder Preparation Activities	0.5 days	252

ID	Task Name	Duration	Predecessors
269	**Binding**	**0.45 days**	
270	All Charts need to be reviewed to ensure accuracy	0.15 days	249
271	Add Inserting charts	0.15 days	270
272	Add Tipping charts	0.15 days	271
273	**Finishing**	**2.3 days**	
274	Post Binding Assembly	1 day	272
275	Add additional Post Bind Assembly Process Type	0.15 days	274
276	Add additional Post Bind Assembly types	0.15 days	275
277	Review the charts and the output of these charts on planned jobs.	1 day	276
278	**Operations**	**3 days**	
279	Create Post Press and Post Finishing Operations for Shrink wrapping, Ink jetting, tabbing, etc.	1 day	254
280	Create additional standards in estimating for both Post Press and Post Bind, if the operation is done in both places.	1 day	279
281	Inline operations need to have the estimating standard ID in the master group code to ensure they flow through to Planner.	1 day	280
282	Plating Workflow	1 day	252
283	Pressroom	1 day	251
284	Distribution	1 day	277
285	**Mailing Setup**	**1 day**	
286	Data Processing items and standard times associated with each. Also Page processing activities need to be set up and linked here as well.	0.5 days	253
287	Set up CAPS\Permits\FTP sites in Plant Setup at the Customer Level and Production Plant level.	0.5 days	286
288	**Auto-Count**	**30 days**	
289	Install Auto-Count Hardware	30 days	16
290	Setup server	1 day	16
291	Install Software	1 day	290
292	Install Operation software and configure	0.5 days	177,291
293	Install Plant Manager and configure	1 day	292
294	**Scheduling System Scheduling Set-Up & Training**	**40.13 days**	
295	**INSTALLING Scheduling System**	**5.25 days**	
296	SETTING UP THE Scheduling System CLIENT APPLICATION SERVER	0.5 days	23,69
297	PF_CONNECTOR	0.25 days	296
298	CONFIGURING THE FULL Scheduling System SCHEDULING SYSTEM	2.5 days	297
299	ADVANCED SETUP FOR THE FULL VERSION OF Scheduling System SCHEDULING S	0.5 days	298
300	CONFIGURATION AND OPERATING PROCEDURES FOR MULTIPLE SCHEDULERS	0.5 days	299
301	COPYING Scheduling System SCHEDULING CONFIGURATIONS TO OTHER COMPUT	0.5 days	300
302	SETTING UP AND USING THE Scheduling System SECURITY MANAGER	0.5 days	301
303	**MIS/ERP SETUP FOR Scheduling System**	**2.1 days**	
304	SCHEDULING DEPARTMENTS	0.25 days	177
305	SCHEDULING CENTERS	0.25 days	304
306	WORK CENTERS SCHEDULING DATA	1 day	305
307	Scheduling System COST CENTER SETUP IN MIS/ERP	0.25 days	306
308	DEFINE AND MAP Scheduling System SCHEDULING PROPERTIES	0.25 days	307
309	DELAY WORK CENTER SETUP	0.1 days	308
310	**Scheduling System CONFIGURATION**	**10 days**	
311	SCHEDULING ENGINE IMPLEMENTATION SETUP	0.5 days	309

ID	Task Name	Duration	Predecessors
312	CREATING A DATASET AND DEFINING DEFAULT COST CENTER PARAMETERS	0.5 days	311
313	CREATING NORMAL COST CENTERS	0.5 days	312
314	ASSIGNING ASAP SCHEDULING RULES	0.5 days	313
315	CREATING AND TESTING LIMITS	1 day	314
316	CREATING AND TESTING SWITCHOVER RULES	1 day	315
317	CREATING SHIFT PATTERNS	0.5 days	316
318	SHUTS	0.5 days	317
319	CREATING DELAY COST CENTERS IN Scheduling System	0.5 days	318
320	ADAPTIVE SCORING PARALLEL DISTRIBUTION SCHEDULING ENGINE OVERVIEW	0.5 days	319
321	CREATING PARALLEL COST CENTERS	0.5 days	320
322	KEEPING JOBS TOGETHER	0.5 days	321
323	DEFINING PROPERTIES	0.5 days	322
324	SCHEDULING ENGINES USING ADAPTIVE SCORING PARALLEL DISTRIBUTION, CRITICAL MANUFACTURING AND OTHER	0.5 days	323
325	CONFIGURATIONS	0.5 days	324
326	WEB SITE SETUP	1 day	325
327	SYSTEM BEHAVIOR AND AUTOMATION	0.5 days	326
328	**Scheduling System SETUP FOR PLANNER**	**1 day**	
329	Scheduling System SETTINGS FOR PLANNER	0.25 days	254,327
330	FORECAST CLONE JOBS IN PLANNER	0.25 days	329
331	ALTERNATIVE ROUTES FROM PLANNER	0.25 days	330
332	REPLACING JOBS AND TASKS THAT HAVE BEEN BEING DELETED IN PLANNER	0.25 days	331
333	**Training**	**10 days**	
334	Develop necessary documentation	1 day	
335	Create Training database site from previous nights Backup File	1 day	116
336	IT/Systems Check (Users and Webspeed)	0.25 days	335
337	Set up Webspeed	1 day	336
338	Setup links on training computers to training site.	1 day	337
339	**Estimating**	**8 days**	
340	Estimating Operations Training	2.5 days	233,335
341	Estimating Validation	5.5 days	340
342	Job Management Planner Training & Validation	10 days	287
343	**Job Processing Training**	**1.75 days**	
344	Job Management	0.25 days	335
345	Purchase Orders Requisitions	0.25 days	344
346	Inventroy Control and Reservies	0.25 days	345
347	Job Transactions	0.25 days	346
348	Job Costing	0.25 days	347
349	Customer Management	0.25 days	348
350	Run-List Builder	0.25 days	349
351	Purchasing/Inventory Training	2 days	335
352	Scheduling usage Training	1 day	332,335
353	Accounting Training	3 days	205,335
354	Shop Floor and Auto-Count Training	4 days	293,335
355	Fulfillment Training	0.25 days	166,335

ID	Task Name	Duration	Predecessors
356	**Production Management/Transaction Processing**	**0.2 days**	
357	System Usage	0.2 days	335,354
358	Production Transactions	0.2 days	335,354
359	Scheduling	0.2 days	335,354
360	Auto-Count usage	0.2 days	335,354
361	Production Desktop	0.2 days	335,354
362	Import Training (ship-to's, etc.)	1 day	335
363	**Pre Go-Live Week**	**11.25 days**	
364	**Set Processing Options in Live Database**	**3 days**	
365	Purchasing Options - Set beginning PO & Requisition number	0.15 days	333
366	Scheduling Options - Set tag and/or Scheduling System options	0.15 days	365
367	Estimating Preferences - Set beginning Estimate number	0.15 days	366
368	**AP Options**	**0.6 days**	
369	AP Bank Charges - Update Summary or Detail GL	0.15 days	367
370	AP Invoices - Update Summary or Detail GL	0.15 days	369
371	AP Payment - Update Summary or Detail GL	0.15 days	370
372	AP Check format (AP Main Menu)	0.15 days	371
373	**AR Options**	**0.45 days**	
374	AR Options - Set beginning Invoice number	0.15 days	372
375	AR Invoices - Update GL	0.15 days	374
376	Cash Receipt and Adjustments - Update GL	0.15 days	375
377	**Inventory Options**	**0.45 days**	
378	Inventory Options - Set Allow Receipt for PO not on file to 'On'	0.15 days	376
379	Inventory Receipts - Update GL	0.15 days	378
380	Inventory Adjustments - Update GL	0.15 days	379
381	**Job Management Options**	**0.75 days**	
382	Job Management Options - Set beginning Job number	0.15 days	380
383	Material Transactions - Update GL	0.15 days	382
384	Production Transactions - Update GL	0.15 days	383
385	Activity Transactions - Update GL	0.15 days	384
386	Job Close Transactions - Update GL	0.15 days	385
387	**Order Fulfillment Options**	**0.3 days**	
388	Order Fulfillment Options - Set beginning Order & Pull Ticket numbers	0.15 days	386
389	Finished Goods Adjustments - Update GL	0.15 days	388
390	**Open Financial Periods for beginning balances**	**0.75 days**	
391	General Ledger	0.15 days	333
392	Inventory	0.15 days	391
393	Job Management	0.15 days	392
394	Accounts Receivable	0.15 days	393
395	Accounts Payable	0.15 days	394
396	**Enter Beginning Balances for Raw Materials Inventory**	**3 days**	
397	Run report or download balances from previous MIS system	0.3 days	333
398	Map old item ID's to new database, if applicable	0.3 days	397
399	Verify unit of measures used in both systems match	0.3 days	398
400	Enter balances into MIS/ERP:	0.3 days	399

ID	Task Name	Duration	Predecessors
401	Import balances or open inventory receipts batch & manually enter transactions	0.3 days	400
402	Print batch report and/or inventory valuation report & verify totals	0.3 days	401
403	Close receipts batch	0.3 days	402
404	Reverse journal entry made by batch close	0.3 days	403
405	Disallow Receipt for PO not on file - set to 'Off'	0.3 days	404
406	Deactivate generic supplier used for beginning balances	0.3 days	405
407	**Enter Beginning Balances for Finished Goods Inventory**	**4.5 days**	
408	Run report or download balances from previous MIS system	0.25 days	333
409	Map old item ID's to new database, if applicable	0.25 days	408
410	Verify unit of measures used in both systems match	2 days	409
411	Enter balances into MIS/ERP:	1 day	410
412	Import balances or open fulfillment adjustments batch & manually enter adjustments	0.25 days	411
413	Print batch report and/or inventory valuation report & verify totals	0.25 days	412
414	Close adjustments batch	0.25 days	413
415	Reverse journal entry made by batch close	0.25 days	414
416	**WIP Beginning Balances**	**4.25 days**	
417	Run detailed WIP Report or download balances for end of month from previous MIS system	0.25 days	333
418	Enter balances into MIS/ERP:	1 day	417
419	Import balances for production, materials and outside purchases, or open batches and manually enter transactions	0.5 days	418
420	Print batch reports with cost details to verify	0.5 days	419
421	Print MIS/ERP WIP report and verify totals against original report	0.5 days	420
422	Close production and materials batches	0.5 days	421
423	Reverse journal entry made by batch close	0.5 days	422
424	Deactivate generic work center/item/employee used for beginning balances	0.5 days	423
425	**Enter AR Beginning Balances**	**1.5 days**	
426	Confirm customer credit limits	0.25 days	333
427	Enter any new customers created since initial data migration	0.25 days	426
428	Import balances or open AR Adjustments batch and manually enter outstanding invoices and credit memos	0.25 days	427
429	Print batch report and/or AR Aging report to verify invoice totals for each customer	0.25 days	428
430	Close adjustments batch	0.25 days	429
431	Reverse journal entry made by batch close	0.25 days	430
432	**Enter AP Balances**	**1.25 days**	
433	Enter open payment balances into MIS/ERP:	0.25 days	333
434	Enter outstanding deposits and unapplied payments in a cash receipt batch	0.25 days	433
435	Print AR Aging report to verify AR totals for each customer	0.25 days	434
436	Print batch report and select Print GL Summary at end of report	0.25 days	435
437	Reverse journal entry made by batch close	0.25 days	436
438	**Open Financial Periods for Current Month Processing**	**1 day**	
439	General Ledger	0.15 days	396,407,416,42
440	Inventory	0.15 days	396,407,416,42
441	Job Management	0.15 days	396,407,416,42
442	Accounts Receivable	0.15 days	396,407,416,42
443	Accounts Payable	0.15 days	396,407,416,42
444	Job Management - Open Jobs Entry	1 day	396,407,416,42

ID	Task Name	Duration	Predecessors
445	Employee table setup for PO Requisitions	0.25 days	333
446	Enter any new customers created since initial data migration	0.25 days	333
447	Run WIP Report & Open Job Report - determine jobs to enter	0.25 days	333
448	**For each job enter :**	**2 days**	
449	General Data - required	0.5 days	447
450	Alterations	0.5 days	449
451	Ship-Tos	0.5 days	450
452	Pricing Data - Quoted Price, Unit Price	0.5 days	451
453	Prepare Job and Job Ship To Imports and import	2 days	452
454	Re-build Preinvoice Data	0.15 days	453
455	Merge Estimates or enter job specs manually	1 day	454
456	Verify all open Jobs are in live database	1 day	455
457	Schedule live jobs	1 day	453
458	**Purchasing - Open PO Entry**	**0.5 days**	
459	Enter PO's into live database that will not be received before go-live.	0.5 days	447
460	Items - update employees, items page in table maintenance	0.5 days	333
461	Enter any new raw material and/or finished goods items created since initial data migration	0.5 days	333
462	Enter any new suppliers created since initial data migration	0.5 days	333
463	Physical inventory to be done?	0.15 days	396,407
464	**Enter AP Balances**	**3.5 days**	
465	Run report or download balances from previous MIS system	0.5 days	447
466	Map old supplier ID's to new database, if applicable	0.5 days	465
467	Enter invoice balances into MIS/ERP:	0.5 days	466
468	Import balances or open AP Invoice batch and manually enter outstanding invoices; old PO # for reference only	0.5 days	467
469	Print batch report and/or AP Aging report to verify totals for each supplier	0.5 days	468
470	Close invoice batch	0.5 days	469
471	Reverse journal entry made by batch close	0.5 days	470
472	**Accounts Payable Pending**	**0.75 days**	
473	Retain a manual listing of accrued payables from the old system to balance to the new system; use list to determine whether new invoices should flow through MIS/ERP's standard AP Pending account.	0.25 days	447
474	If it is a 'new' PO and the user can select a PO/receipt line to attach to the invoice line, then use the system's standard process.	0.25 days	473
475	Transition invoices entered for PO's not received in MIS/ERP should be manually posted to the appropriate expense account or a different pending account.	0.25 days	474
476	**IT Tasks**	**11.25 days**	
477	Verify MIS/ERP shortcuts work from all workstations	3 days	333
478	Verify printers working with MIS/ERP from all workstations	3 days	477
479	Verify WebSpeed service running for shop floor	3 days	478
480	User Validation	1 day	479
481	Login and Password Education	0.5 days	480
482	Validate User Group Permissions	0.5 days	481
483	Turn off access to training database	0.25 days	482
484	**Shop Floor**	**0.5 days**	
485	Double-check security and Logins for shop floor personnel	0.5 days	333
486	Provide form to manually track Labor and/or Materials	0.5 days	479

ID	Task Name	Duration	Predecessors
487	Enter any new employees created since initial data migration	0.5 days	333
488	Validate Employee Setup - SF data collections options, work centers/operations, items, shifts, etc.	0.5 days	479
489	External Systems - (Payroll, EDI, etc.)	1 day	333
490	Verify that external systems and/or process are ready for go live	1 day	333
491	Redirect Planner to live	0.25 days	333
492	Go live Support	5 days	363
493	Audit implementation wrap-up-IN	1 day	492