Onboard and implement timeline

Use this as a guide to build a timeline to reach your adoption milestones.

Phones are yet to arrive*		Stage 1	Stage 2	Stage 3
Kickoff	**Plan implementation**	**Implementation**	**Launch**	**Measure success**
Gather your key stakeholders Identify business outcomes and define company goals Align success criteria and tracking metrics Develop a project plan and timeline	Create an implementation plan Execute migration plans, in case of moving platforms Decide on your roll out plan and configuration for different use cases/user types	Execute implementation plan	Execute your roll out plan and configuration for different use cases/user types Host kickoff meetings and user trainings Go live and invite users based on rollout plan	Adoption checkpoint, review initial adoption success and organizational health Recognize and implement decided adoption plan Include all important stakeholders to review success

*There are some key steps you can complete before your phones arrive.

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