




		Duration	Data Conversion & Training Process Outline																							
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	Agreement signed.	1d	█																							
2	MST Representative sends Customer email detailing process.	1d	█																							
3	Customer designates Conversion Administrator.	1d	█																							
4	Data transfer method is established and executed.	3d	█	█	█																					
5	Data conversion first pass (allow up to 15 business days).	9d		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
6	MST Analyst sends Client URL link to data.	1d																								
7	Client reviews data in PCRecruiter.	2d																								
8	All changes & requests of data are submitted.	1d																								
9	Second pass is executed if required.	2d																								
10	Final data is transferred.	1d																								
11	MST Analyst converts data in 3-5 business days	3d																								
12	Data is transported to Customer or uploaded to server.	2d																								
13	MST Analyst sends email to Customer with ASP link.	2d																								
14	Customer reviews data with all users.	2d																								
15	MST Trainer reviews training outline with Customer DB Admin.	1d	█																							
16	Customer DB Admin presents any special needs.	4d	█	█	█	█																				
17	All Customer users review training CD individually or as a group.	5d																								
18	Customer Database Administrator(s) training takes place.	1d																								
19	First scheduled Customer User training takes place.	1d																								
20	Second scheduled Customer User training takes place.	1d																								
21	Optional scheduled Customer User Q&A takes place.s place.	1d																								
22	Hiring Authority / Special training takes place.	1d																								

Legend:				
				
MST Communication	Client Communication	Data Transfer	Data Conversion	Training Activity

