

## “How to Implement Faster!”



You're about to learn Budget Saving Tips and the single most effective Implementation Secret Weapon...

“How can we implement *quickly*, but still do a good job?” Hundreds of software users have asked us this question. For almost a decade we've helped clients implement Policy & Procedure Manager (PPM). We understand what works best. **And most importantly**, we care about your specific needs. We're ready to listen and strategically plan with you and your team...

These implementation best practices will help you understand how to leverage the *true* power of PPM. Before you jump in, consider what robs companies from achieving optimal implementation results...

### 4 Challenges that can *Squash* Optimal Results

Things to avoid:

1. **Poor Planning:** This is the number one implementation mistake. We'll discuss how to plan a custom, optimized implementation in a moment.
2. **“Get 'er Done” Syndrome:** It's common to “push” a project

through to get it out of our way. It's understandable. BUT “pushing” an implementation through has proven to be a mistake leading to costly backtracking and work-a-rounds.

3. **Implementation Postponement:** With everything else a priority, it's tempting to put implementation off. However, careful planning will set the right expectations and foresight to help you avoid this.
4. **Lack of Investment:** Some companies aren't willing to invest what is required for a solid implementation. But it's no question... The long term results and benefits of doing it right is *well worth* the little extra effort and resources.

These are the most common implementation challenges. Now let's discuss how to implement PPM so it best lightens your load and keep you organized.

### 8 Proven Best Practices...

Some companies have down played these tips because “they're basic.” And we agree... they are. But down playing them is a mistake. It's usually these same companies who, months later, **STILL** aren't implemented. Follow these tips. You'll be glad you did.

- ✓ Define AND Refer to Your Implementation *Objectives and Plans*
- ✓ Identify, Organize, and Assign *Deadlines to Benchmarks*
- ✓ Designate a *Project Manager*
- ✓ Designate a *Post Implementation PPM Manager*
- ✓ Designate a *Project Team*
- ✓ Include the *IT Department* on the Project Team
- ✓ Discuss Decisions in *Regular Meetings*
- ✓ Consider mirroring PPM's organization after your Departments

### Your Secret Weapon: The Benefits of Doing it Right!

More PPM users have implemented *better* and in *less time* using this method than any other, hands down. “*What is this Secret Weapon?*” PolicyTech's On-Site Implementation Consulting. You may be asking, “*Why should we pay for implementation help?*” Here are 3 reasons to consider:

- ✓ **It gets the Job Done *Faster* and with *Greater Success*:** Your Implementation Specialist's single goal is to complete your custom implementation so PPM can start working for you. Working on-

site helps them better foresee potential implementation barriers that could cause postponement--and use their expertise to remove them.

- ✓ **Stronger Custom Implementation:** Your specialist can answer your questions, make suggestions, and assess your needs better on-site. By the end, your implementation will be custom tailored to best help meet your organizational needs and goals.
- ✓ **Better PPM Promotion and Buy-In:** Having us come on-site with your team builds deeper employee awareness, understanding and buy-in of PPM. We help your team understand exactly *how* PPM makes everyone's job easier. This leads to better participation and better policy management results.

## What's Included...

Your Implementation Specialist travels to your location and helps eliminate the "guess work". They'll help you make pivotal decisions.

### On-site implementation includes:

- ✓ **Face-to-Face Consulting Power:** It's common for teams to not know what to do next or doubt their decisions; making it almost impossible to move forward with confidence. Can you see your team struggling with this? Your Implementation Specialist will listen, ask the right questions and counsel with you every step of the way. Immediate face-to-face feedback will help overcome communication brake down and boost decision making confidence, leading to fast roll out.
- ✓ **One Day of Consulting:** Imagine... NO interruptions and NO forgotten information between multiple online sessions. You'll love the results of a full day of focused collaboration, training, consulting and planning! NOTE: More consulting days can be purchased to fit your needs.
- ✓ **Follow Through Support:** You're busy! We understand. We'll have you implemented (with your cooperation) faster than it takes to do it online. We help deadlines work for you; increasing project priority and minimizing project postponement.
- ✓ **Group Training:** Instructing 10 to 12 people at once *in person* has its obvious advantages when compared to training 1 to 3 people online. Communication is better and comprehension comes faster and runs deeper. Your whole team will "get it", which means optimized long-term policy management results.

To learn more or discuss pricing, call your sales representative now at (888) 359-8123.

The *streamlined* policy management system you need and want is just around the corner! Doesn't it make sense to spend a fraction of the software cost and secure a *custom* and *optimized* implementation? We look forward to working with you!



**Learn More. Call (888) 359-8123**

## What Clients are saying...

### "Very Good Trainer."

"With previous software projects we'd try saving money by skipping onsite services. But we'd end up buying them eventually. Sitting down as a group, making decisions together, and going through it all was very helpful. We could ask our silly little questions and he would just *show* us. He was a very good trainer..."



**GAIL TUCKER**, IS DIRECTOR  
Twin Rivers Regional Medical Center

### "Saved Us Time and Money"

"We needed to implement quickly. Having Eric onsite allowed us to meet deadlines. He confirmed that *how* we would be using the system would be efficient long-term. We blasted him with questions! It saved time and money for us in the long run."



**LEE PROWSE**, PROJECT MANAGER  
Grant MacEwan University

### "...Very Impressed."

"We were very impressed. Our implementer was personable; she had a PhD, but never threw it around. She shared her experiences from other facilities and was able to provide numerous setup models, based on her experiences. Prior to her departure, both the live and training systems were set up and staff were trained on their use. She even called later to see how things were going."



**SANDRA THAMES**, CHIEF TECHNOLOGIST  
Forrest General Laboratory