

Standard One-time Implementation

A one-time Implementation fee is billed for implementing an instance of the DeltaCabinet application.

Task	Description
Business Needs Definitions	<p>Implementation planning session(s) held between DeltaMatics Application Engineer and the Client Implementation Business Manager:</p> <ul style="list-style-type: none"> • Verify and define: <ul style="list-style-type: none"> ○ Business Objectives ○ Implementation Process ○ Operating Environment ○ Deliverables and Schedule ○ Define Assumptions, Constraints, Risks ○ Define Success Criteria • Review and document Client Specific Configuration items <ul style="list-style-type: none"> ○ Review individual's responsibilities in organization, how they fit in the process that is being implemented. ○ Review the types of information and documents that are being used or need to be used for this business purpose of this application. ○ Review of document processes and document lifecycles and workflows that are being used or need to be implemented. ○ Review user adoption requirements
Installation and Setup	Initialization of customer's DeltaCabinet instance at the DeltaMatics hosting facility
Application Review	Familiarize key client staff with the Standard Application Configuration. Two (2) hours of web-based introduction on the DeltaCabinet system (minimum client's Application Manager, maximum 4 attendees).
DeltaCabinet Implementation Specifications (+)	<p>DeltaCabinet configuration meeting between Client's business users and managers and DeltaMatics' Implementation team.</p> <ul style="list-style-type: none"> • Define the Information Architecture, including drawer and folder structure, document types, and associated metadata. • Define notification requirements. • Define Security and Access Control Rules • Define system settings. <p>Deliverable</p> <ul style="list-style-type: none"> • Specification document for DeltaCabinet deployment
Application Setup	<ul style="list-style-type: none"> • Configure DeltaCabinet based on mutually agreed specifications. • Test and validate the implementation. <p>Deliverable</p> <ul style="list-style-type: none"> • Custom instance of the DeltaCabinet
Operation Instructions	<ul style="list-style-type: none"> • Two (2) hours of web-based instruction on administration (maximum 3 attendees) • One and a half (1.5) hours of web-based end user instruction (maximum 10 attendees)

(+) Travel expenses not included. Client will be billed for travel expenses (air, hotel, rental car, and meals).

Assumptions

Client will have all the necessary staff available.

Client will test the application to determine if it meets their needs

Implementations will be limited to up to 10 Security Groups and 10 notification Groups.

Additional Implementation Services

The following implementation services are available at an additional fee:

Service	Description	Fee
Document Load (+)	Document Load – Moving documents (paper or electronic) into the DeltaCabinet. For document scanning, the documents are limited to up to legal (8 ½ x 14) sized pages, single sided that are scanned as black and white. All documents to be prepped (staples and paper clips removed, sticky notes removed, metadata defined) by the client prior to scanning project.	\$ TBD Estimate to be provided after analysis of documents to be scanned and/or loaded
Training (+)	<ul style="list-style-type: none"> • Additional web-based training available, scope to be discussed with DeltaMatics to determine needs. 	Additional charges based on a Statement of Work
Customization (+)	Customization of DeltaCabinet <ul style="list-style-type: none"> • Changing color scheme look and feel etc. • Complex custom work flow • Custom Reporting • Other custom requests 	Additional charges based on a Statement of Work

(+) Travel expenses not included. Client will be billed for travel expenses (air, hotel, rental car, and meals).