PM Advanced
Pre-Implementation Guide

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# PM Advanced Pre-Implementation Overview

Please review the following content and fill out all of the necessary forms. This information will ensure that both parties are ready to begin the PM Advanced installation and implementation, as well as be a reference to help with any future support that may be provided. If you have any questions about any of the items below please contact support@prometheusgroup.us for assistance.

Note that the installation and implementation guides are all provided on the Prometheus Group Customer Portal: <http://customerportal.prometheusgroup.us>

This site also contains the user manuals for all of the Prometheus Group modules. It is important that you register at the customer portal in order to have access to all of this information.

# Key Users

Project Manager: Name

 Email

 Phone

Technical Lead: Name

 Email

 Phone

Basis Resource: Name

 Email

 Phone

Developer: Name

 Email

 Phone

Finance Contact: Name

 Email

 Phone

# SAP Information

Are you currently running SAP: [ ]  Yes [ ]  No

If no, go-live date:

SAP ECC version (i.e. 5.0, 6.0):

Latest enhancement pack:

Unicode system: [ ]  Yes [ ]  No

*Note that for the following question if you have multiple SAP installation numbers it is important to include all of them, separate by a comma.*

SAP Installation number:

*The following information may be found and confirmed from the top-left corner of the window under the option “About SAP Logon”.*

SAP GUI Release number:

SAP GUI Patch level:

Languages used in SAP:

Is Citrix used for SAP access: [ ]  Yes [ ]  No

# Installation and Support

Server operating systems used: [ ]  Windows 2000

[ ]  Windows XP

[ ]  Windows Vista

[ ]  Windows 7

[ ]  Windows NT/Server

[ ]  \*nix Base

[ ]  Other

Microsoft Office version used: [ ]  Office 97

[ ]  Office 2000

[ ]  Office 2003

[ ]  Office 2010

[ ]  Other

## GoToMeeting

Prometheus Group utilizes GoToMeeting for all implementation and support that is off-site. GoToMeeting is a web meeting tool that will enable Prometheus Group to view the end-user’s PC and SAP systems. Please note that GoToMeeting requires software to be installed on the client PC.

In order to ensure that we are able to use this tool with you we will need to test the functionality in a sample meeting. This will be arranged after completion of this guide.

# PM Advanced

## Graphical Work Order Scheduler (GWOS) & Work Order Mass Change (WOMC)

*This section only applies if your organization is planning to install GWOS & WOMC. If not, please skip this section.*

Are you planning on installation GWOS & WOMC: [ ]  Yes [ ]  No

Are you currently assigning individuals to work centers
and intend on scheduling at the HR-level: [ ]  Yes [ ]  No

If yes, at what level are individuals maintained: [ ]  Capacity-level

[ ]  Work Center Header

*Please note that the printing of GWOS schedules requires an external executable that runs on the end-user’s machine. The default install location is “C:\Prometheus\GWOS”.*

Is this location acceptable: [ ]  Yes [ ]  No

If no, specify a location:

## Prometheus Print Manager (PPM)

*This section only applies if your organization is planning to install PPM. If not, please skip this section.*

Are you planning on installation PPM: [ ]  Yes [ ]  No

*Please note that PPM requires an external executable that runs on the end-user’s machine. The default install location is “C:\Prometheus\WOPM”.*

Is this location acceptable: [ ]  Yes [ ]  No

If no, specify a location:

## Navigator (DASH)

*This section only applies if your organization is planning to install DASH. If not, please skip this section.*

Are you planning on installation DASH: [ ]  Yes [ ]  No

## Materials & Services Shopping Cart (MSSC)

*This section only applies if your organization is planning to install MSSC. If not, please skip this section.*

Are you planning on installation MSSC: [ ]  Yes [ ]  No

## Key Performance Indicators for PM (KPIP)

*This section only applies if your organization is planning to install KPIP. If not, please skip this section.*

Are you planning on installation KPIP: [ ]  Yes [ ]  No

## Order to Task List (O2TL) & Order to BOM (O2B)

*This section only applies if your organization is planning to install O2TL & O2B. If not, please skip this section.*

Are you planning on installation O2TL & O2B: [ ]  Yes [ ]  No

## PRT Availability Check (PAC)

*This section only applies if your organization is planning to install PAC. If not, please skip this section.*

Are you planning on installation PAC: [ ]  Yes [ ]  No

# Implementation Plan

*The following information will be filled out by Prometheus Group during the implementation plan meeting. This will help to keep the implementation project on track and provide baseline progress tracking. Your organization is not responsible for filling this section out; it is merely here to provide you with the standard dates Prometheus Group attempts to lock in.*

## Milestones

*Note that the following question should be completed during the implementation kick-off meeting.*

Date for PM workflow process and configuration review:

* Go over PM workflow process
* Look at standard order type configuration and give recommendations on settings

Date that transports are to be imported initially:

Date for GWOS & WOMC configuration and functionality:

* Populate the GWOS & WOMC configuration tables, review and configure the settings and save configuration to appropriate transports
* Review functionality

Date for PPM & MSSC configuration and functionality:

* Populate the PPM & MSSC configuration tables, review and configure the settings and save configuration to appropriate transports
* Populate the MSSC search tables
* Review functionality

Do you require assistance with shop paper customization: [ ]  Yes [ ]  No

Do you require assistance with enhancement tab
development: [ ]  Yes [ ]  No

Do you require assistance with MSSC enhancement
point development: [ ]  Yes [ ]  No

Date for KPIP configuration and functionality:

* Populate the KPIP configuration tables, review and configure the settings and save configuration to appropriate transports
* Review functionality

Date for O2TL & O2B configuration and functionality:

* Populate the O2TL & O2B configuration tables, review and configure the settings and save configuration to appropriate transports
* Review functionality
* Review functionality of remaining solutions

Date all transports are imported into QA system:

Production go-live date:

## Training

*The following section only applies if your organization plans to have Prometheus Group perform on-site training. If this is not the case, please skip this section.*

Site 1 location:

Dates:

Key super user:

 Email:

 Phone:

Site 2 location:

Dates:

Key super user:

 Email:

 Phone:

Site 3 location:

Dates:

Key super user:

 Email:

 Phone:

Site 4 location:

Dates:

Key super user:

 Email:

 Phone: