



Sample - Implementation Activities

Phase 1: Preparation

- Identify Project Manager, Administrator, and other Key Team Members
- Review Technical Requirements with IT
- Training for Administrators

Phase 2: Setup

- Configure General Site Information
- Customize Branding
- Set Session Defaults
- Customize Email Templates
- Add Users

Phase 3: Rollout

- Training for Session Leaders (various training sessions on how to schedule and lead iLinc sessions)
- Activate all User Accounts
- Users to Create/Conduct Practice Sessions
- General Q&A Training Session
- Users start Conducting Live Sessions

Phase 4: Follow-up

- Monitor Usage - Ongoing
- Hold follow-up Meetings - Ongoing

