


PA PCNS Implementation Plan Overview

Phase	Description	Month
1	PCO Completes Development of PCNS <ul style="list-style-type: none"> Stay abreast of and test PCNS developments Participate in national systems team Review / contribute to PCO documentation 	Jan Feb Mar Apr May June 
2	PA Prepares Initial Project Plan <ul style="list-style-type: none"> Develop project plan / track completion Obtain input from PA resources and clubs 	Jan Feb Mar Apr May June 
3	PA Prepares for Club Engagement <ul style="list-style-type: none"> Provide overview information to clubs and demo PCNS Develop and distribute marketing information to clubs Coordinate / manage Q&A from clubs to PCO / Trackie Prepare and distribute Alberta specific user and admin guides including FAQs 	Jan Feb Mar Apr May June 
4	PA Designs Alberta Implementation <ul style="list-style-type: none"> Compare PAWA and PCNS membership data Test / document PA PCNS system configuration Develop templates / suggested club PCNS configuration Design data migration and cut-over process with PCO and clubs 	Jan Feb Mar Apr May June 
5	Clubs Prepare to Implement <ul style="list-style-type: none"> Clubs identify project teams for PA to coordinate with and obtain required info and affiliation agreement Clubs prepare for implementation including PCNS configuration and cut-over process 	Jan Feb Mar Apr May June 
6	PA Completes Alberta Set Up of PCNS <ul style="list-style-type: none"> PA receives admin access to production system and sets up provincial configuration PA provides clubs admin access to production system and helps set up club configuration 	Jan Feb Mar Apr May June 
7	Clubs Complete PCNS Setup <ul style="list-style-type: none"> Club admins complete training, finalize club configuration, communicate with members, establish ongoing admin team 	Jan Feb Mar Apr May June 
8	PCNS is Implemented in Alberta <ul style="list-style-type: none"> On cut-over date new member joins and renewals take place on PCNS PA completes ongoing operations guides 	Jan Feb Mar Apr May June 