## Pre-Implementation (3–6 Months Before Launch)

[ ] **Define Goals and Objectives:** Identify specific, measurable targets (e.g., reduce average length of stay by 10%).

[ ] **Assemble a Steering Committee:** Include representatives from clinical, operational, IT, and compliance teams.

[ ] **Perform Workflow Analysis:** Map current processes (admissions, discharges, staffing) to identify opportunities for improvement.

[ ] **Conduct Data Readiness Assessment:** Validate data sources, ensure data quality, and define integration points.

[ ] **Address Security and Compliance:** Confirm platform meets HIPAA, HITRUST, and other relevant standards.

## Implementation Planning (1–3 Months Before Launch)

[ ] **Develop a Training Curriculum:** Tailor sessions for different user roles and learning styles.

[ ] **Create Support Resources:** FAQs, quick reference guides, recorded tutorials, and helpdesk contacts.

[ ] **Customize Platform Settings:** Align configuration with organizational workflows and user feedback.

[ ] **Pilot Testing:** Conduct a limited rollout in one department; gather feedback and identify system improvements.

## Go-Live Preparation (1–4 Weeks Before Launch)

[ ] **Finalize Training Delivery:** Ensure all end-users have completed necessary training sessions.

[ ] **Communicate Go-Live Timeline:** Send organization-wide updates and highlight key changes and support resources.

[ ] **Validate Integration Points:** Test all data feeds and confirm system interfaces work as expected.

[ ] **Back-Up and Contingency Plans:** Confirm data backups, establish failover protocols, and document emergency procedures.

## Initial Rollout (Go-Live Through 2–4 Weeks Post-Launch)

[ ] **Go-Live Support Team:** Have IT and key operational staff available on-site or on-call.

[ ] **Monitor System Performance:** Review KPIs and user feedback daily or weekly to identify issues quickly.

[ ] **Adjust Configuration as Needed:** Tweak settings, resource allocations, or workflow steps based on early feedback.

## Post-Launch Optimization (Ongoing)

[ ] **Collect User Feedback:** Conduct surveys, focus groups, or one-on-one interviews to identify improvement areas.

[ ] **Refine Training Materials:** Update documentation, add new tutorials, or provide refresher courses as needed.

[ ] **Continuously Track KPIs:** Measure improvements against baseline data and reassess goals as metrics evolve.

**Plan for Upgrades and Enhancements:** Schedule periodic platform evaluations, add new features, and update workflows to maintain alignment with organizational priorities.