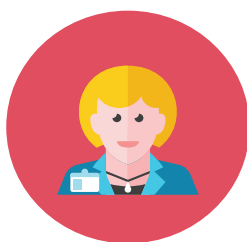### First Four Months Planning Guide for User Champion

We are committed to assisting you every step of the way on your journey to becoming paperless.
The first four months of implementation are critical in proving the effectiveness of the system,
therefore we have created a guide to assist you in following the steps necessary to make the most
of the system and ensure implementation goes as smoothly as possible with your district.
Our First Four Months Planning Guide will ensure you feel comfortable with the system and are
able to support your users in getting started and continuing to use the system.

User Champion
The User Champion First Four Months Planning Guide is
designed to assist the individual who is responsible for the
implementation of the system. The guide ensures steps are
followed for a smooth transition to YellowFolder.

User Champion First Four Months Planning Guide

Week	To-do:	Meeting with PNE:
Month One		
Week 1	❖ Provide PNE a list of users ❖ Provide Alicia CSV ❖ Make sure technology: ○ Whitelists YellowFolder.com website ○ Prepares computers and system (see brochure titled "System Requirement) ○ Deploys Droplet and Virtual Printer tools (see email titled "Tool Deployment" ❖ Inform users to attend hands-on initial training individually with PNE ❖ Send a directive to all users that YellowFolder will be implemented with fidelity going forward	
Week 2	❖ Prior to hands-on initial training, ensure users have logged into YellowFolder ❖ Prior to hands-on initial training, review file structure for preview of how documents will be filed in YellowFolder ❖ Ensure all users attending hands-on initial training have at least 10 documents available on computer to participate in the hands-on training	Attend hands-on initial individual training
Week 3	❖ Check in with users prior to MDC to collect their questions, issues, etc. for discussion at MDC ❖ Attend Scan & Upload Training Session by registering on www.yellowfolder.com and clicking on Training tab in upper right corner ❖ Have 10 docs available on computer to practice uploading during the session	Upload 10 docs using Scan & Upload
Week 4	❖ Note any questions, concerns, and celebrations for MDC ❖ Attend Virtual Printer and Droplet Training Sessions by registering on www.yellowfolder.com and clicking on Training tab in upper right corner ❖ Have 10 docs available on computer to practice uploading during the session	Attend MDC Upload 10 docs using VP and Droplet
Month Two		
Week 5	❖ Check on users to ensure uploads, determine support needed, and set individual goal for month ❖ Attend Advanced Search Training Session by registering on www.yellowfolder.com and clicking on Training tab in upper right corner ❖ Use Advance Search to search for 3 docs previously uploaded ❖ Upload 10 docs using tool of choice ❖ Email/check-in with your PNE about your uploads --- How did it go??	Email/Check-in with your PNE
Week 6	❖ Check on users to ensure uploads, determine support needed and progress towards monthly goal	
Week 7	❖ Check in with users prior to MDC to collect their questions, issues, etc. for discussion at MDC	
Week 8	❖ Note any questions, concerns, and celebrations for MDC	Attend MDC
Month Three		
Week 9	❖ Check on users to ensure uploads, determine support needed, set individual goal for month	
Week 10	❖ Check on users to ensure uploads and determine support needed	

Week 11	❖ Check in with users prior to MDC to collect their questions, issues, etc. for discussion at MDC	
Week 12	❖ Note any questions, concerns, and celebrations for MDC	Attend MDC
Month Four		
Week 13	❖ Check on users to ensure uploads, determine support, set individual goal for month	
Week 14	❖ Check on users to ensure uploads and determine support needed	
Week 15	❖ Check in with users prior to MDC to collect their questions, issues, etc. for discussion at MDC	
Week 16	❖ Note any questions, concerns, and celebrations for MDC	Attend MDC