

VidyoConnect™ Transition Program Plan

The below program is a sample project plan for transitioning from an On-Prem infrastructure to the VidyoCloud™. It should not be viewed as comprehensive for any specific project.

Plans should be further customized based on organization-specific needs and requirements.

Task	Resources	Due Date
Plan		
Review VidyoConnect functionality and workflows in conjunction with organizational use cases	VidyoConnect Overview	8-wks pre-launch
Review CDR data for the previous 3 months	CDR Overview	8-wks pre-launch
Review PO/SOW with Vidyo & gather appropriate resources		8-wks pre-launch
Participate in project kick-off call		7-wks pre-launch
Execute implementation site-survey form <i>*Hybrid deployments</i>		7-wks pre-launch
Review VidyoCloud tenant information		7-wks pre-launch
Review and execute VidyoCloud firewall requirements	Firewall Requirements	6-wks pre-launch
Determine the date for the cut-over to VidyoCloud/VidyoConnect		6-wks pre-launch
Communicate the change and timing with executive leadership	Comm. Templates (below)	6-wks pre-launch
Review Admin and Service Desk Tier 1 Training <i>(Access with support credentials from your CSM/AM)</i>	Admin & Service Desk Tier 1 Training	6-wks pre-launch
Review Hybrid Deployment Training <i>(Access with support credentials from your CSM/AM) *Hybrid deployments</i>	Hybrid Deployment Training	6-wks pre-launch
Review VidyoRoom Admin and Service Desk Tier 1 Training <i>(Access with support credentials from your CSM/AM) *VidyoRoom deployments</i>	VidyoRoom Admin & Service Desk Tier 1 Training	6-wks pre-launch
Determine VidyoCloud authentication method	Authentication Methods	5-wks pre-launch
For local authentication, export user accounts from on-prem tenant	Exporting User Accounts	5-wks pre-launch
Configure VidyoCloud tenant based on organizational requirements. Try using your On-Prem tenant as a sample		5-wks pre-launch
Ensure location tags are setup as appropriate per location	Managing Location Tags	5-wks pre-launch
Upgrade VidyoRoom software and firmware <i>*VidyoRoom deployments</i>	Upgrading VidyoRoom Firmware	5-wks pre-launch
Setup end-user accounts if required <i>(including VidyoRooms)</i>	Local Authenticaion	5-wks pre-launch
Test VidyoConnect on the VidyoCloud tenant		4-wks pre-launch
Request and test .MSI installer if required	.MSI Installer Information	4-wks pre-launch
Determine if VidyoDesktop can be uninstalled by central team	Instructions	4-wks pre-launch
Review end-user resources & communication templates	In a snap videos End-user resources	4-wks pre-launch
Document how end-users will access VidyoCloud/VidyoConnect		3-wks pre-launch
Create a resource page with Vidyo's end-user resources	Additional Resources below	3-wks pre-launch

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Communicate		
Communication 1: Initial Notification	General Collab Comm. Templates	3-wks pre-launch
Communication 2: Resources and Education		1-wk pre-launch
Communication 3: Launch Day Notification	Healthcare Comm. Templates	Launch Date
Communication 4: Reminder of Resources and Education		1-wk post-launch
Communication 5: Post-Launch Survey	Sample Survey (General Collab)	Sample Survey (Healthcare)
4-wks post-launch		
Train		
Live, Instructor-Led Training for End-Users	Register for Training	On-going
OnDemand Training for End-Users	View Training	On-going
Go-Live!		
Readiness Review with your CSM/AM		1-wk pre-launch
Configure VidyoRoom systems to connect to the VidyoCloud tenant <i>(for large deployments the may need to be done in stages)</i> <i>*VidyoRoom deployments</i>	Configuring VidyoRoom Systems	Launch Date
Execute cut-over <i>(leave on-prem infrastructure in-place for a week after cut-over)</i>		Launch Date
Review		
Review cloud usage data and analytics		Post-launch
Review survey results		6-wks post-launch
Clean up any remaining on-prem infrastructure		6-wks post-launch

