VidyoConnect™ Transition Program Plan

The below program is a sample project plan for transitioning from VidoyDesktop™ to VidyoConnect™ for existing On-Premises Vidyo deployments.

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

Task	Resources	Due Date
Plan		
Review workflows for VidyoConnect & VidyoConnect for Mobile	VidyoConnect Overview	4-wks pre-launch
Review CDR data for the previous 3 months	CDR Overview	4-wks pre-launch
Communicate the change and timing with executive leadership	Comm. Templates (below)	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 Admin & Service Desk Tier 1 Training *Access with support credentials	Admin & Service Desk Tier 1 Training	3-wks pre-launch
Ensure your infrastructure is up to date. *Review the compatibility matrix and follow the upgrade steps tool	Compatibility Matrix / Vidyo Upgrade Steps	3-wks pre-launch
Review & execute firewall requirements	Firewall Requirements	3-wks pre-launch
Ensure location tags are setup as appropriate per location	Managing Location Tags	3-wks pre-launch
Ensure scheduled rooms are enabled (Super Admin)	Enabling Scheduled Rooms	3-wks pre-launch
Provision and connect WebRTC 4.X *WebRTC deployments only	Configuring WebRTC 4.x	3-wks pre-launch
Review end-user resources & communication templates. Try creating an internal resource page! *Download and use the resources from the resource page	In a snap video series / End-user resources	3-wks pre-launch
Document how end-users will access VidyoConnect		3-wks pre-launch
Communicate		
Communication 1: Initial Notification	General Collaboration 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	General Collab / 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!		
Change the Mobile application to VidyoConnect Mobile (Super Admin)	Configuring VidyoConnect Mobile (search for Mobile on the page)	Launch Date
Change the WebRTC link to the VidyoConnect 4.x (Super Admin) *WebRTC deployments only	Configuring WebRTC 4.x	Launch Date
Change the client endpoints to VidyoConnect for all OS (Super Admin)	Managing Endpoint Software	Launch Date
Review		
Review CDR data and analytics		Post-launch
Review survey results		6-wks post-launch

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