**Shadowmatch Implementation Plan**Minimum outcomes to be met during implementation of the Shadowmatch System

**Phase One**

Set-up training for all that will work on the System.
Monitor training progress and ensure completion.
Conduct a question and answer session with all trained users.
Create all the department files.
Create user names and passwords for all users – ensure that correct access levels are provided.
Ensure employer to pre-inform employees of the project and the purpose.
Identify top performers.
Send codes to top performers.
Send codes to all other employees.
Track progress and give feedback to management.

**Phase Two**
Benchmark clean-up for every department.
Conduct a department profile and team feedback to every manager/ team leader.
Explain PDP’s to management and get their buy-in to proceed.
Make sure all functionalities have been demonstrated to everyone with system access - especially the Multimatch, Relationship Reports and the Team Functionality.
Explain and demonstrate the following to senior management: Leadership Development, Succession Planning and Talent Management.

**Phase Three (PDP roll-out)**
Discuss the PDP roll-out with management.
Discuss the identification and appointment of mentors with management.
Discuss PDP recommendations for employees with managers/ team leaders.
Decide on implementation.
Conduct mentorship training.
Activate and implement .
Ensure that the Shadowmatch custodian is now fully capable of managing all aspects of the system.
Visit the client every second week for at least three months.
Visit the client minimum once a month on an ongoing basis.

*Please note: A detailed Project Plan is available from the office.*