MAESTRO* GO-LIVE

Lesson Plan - April 3, 2023 version

By the end of the **maestro*** *Go-Live* planning session, the client and users will be able to prepare and move forward to the launch of the new software. Tests will have been performed and the data "cleaned". Whereas the implementation process comes to an end (for the basic modules), it will finally be possible to perform and enter real transactions in **maestro***. Balance transfers will have to be performed to finalize the process.

Unit GOLIVE01 - Preparing the Go-Live - Process

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

By the end of this session, the users will be able to understant what the *Go-Live* entails, as well as the preparation and steps that must be completed before completing the **maestro*** implementation.
 	
PREREQUISITES
 	
• *Complete training according to the calendar and established training plan;*
• *Completed and sucessful testing sessions;*
• *Given authorization by Maestro to use the software in a production context.*
	• Go-Live process.	• Explanation of the different steps before the Go-Live:
		  • Production environment;
		  • Post Go-Live.
		• Explanation of the different *Excel* files and the necessary client requirements to import balances:
		  • AP and AR files;
		  • AR and AP Holdbacks;
		  • Customer and Supplier Advances;
		  • Circulating cheques;
		  • Trial balance;
		  • Project balances;
		  • Payroll cumulatives;
		  • Physical inventory;
		  • Invoicing Contract Balance.
			1h	• Concept - **Maestro*** Go-Live
				• *Excel* files to transfer balances
				• Traning document GOLIVE01
					Pilot and/or Super Users

maestro * technologies

Unit GOLIVE02 - Preparing the Go-Live - Production Company

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, users will be able to create the production company in **maestro***. *One week before the Go-Live.*	• Production environment.	• Creation of a test company; • Initialization of the production company; • Validation and "cleaning" of the data: • Close and delete test projects; • "Clean" the general ledger accounts; • Delete test customers and suppliers; • "Clean" the catalogue; • Validate client/supplier discount tables. *HOMEWORK* • *Test connections;* • *Create a customized menu;* • *Put into action what was learned.*	1.25h	• Training document GOLIVE02	Pilot and/or Super Users

Unit GOLIVE03 - Preparing the Go-Live - Transferring Balances

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, the client and designated users will be able to transfer the balances from the previous software used to **maestro***.	• Production environment.	One week before the Go-Live: • Entering project purchase balances; • Change orders under negotiation. 5 to 10 days after the Go-Live: • Import of AP and AR; • Addition of progress billing and lump sum contract balances; • Inventory. Before the first payroll: • Import of payroll cumulatives. When closing the month before the Go-Live: • Import of the Trial balance; • Circulating cheques; • Project balances.	2h per section	• Balance transfer file (*Excel*). • Training document GOLIVE03	Pilot and/or Super Users