

Work Order Rollout Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	Meeting #1 17	18	19
20	Meeting #1 (Alternative) 21	Meeting #2 22	Meeting #2 23	Meeting #2 (Alternative) 24	Meeting #3 25	26
27	Meeting #3 28	29	30	31	Sept.1	2
3	4	5	6	Meeting #4 7	8	9
10	Go-Live 11	12	13	14	15	16
17	18	19	20	21	Meeting #5 22	23

Meeting #1 – Kick Off

1 Big Meeting with everyone
 Review the schedule
 Explain training materials
 Talk about WO process
ALL Team Members
 WO = Work Order

Meeting #2 – Follow-Up

5 Smaller meetings
 Q+A on Training Material
 Team responsibilities
 Corp Responsibilities
All Team Members

Meeting #3 Rollout

9 Smaller meetings
 Regionally Led
 Discuss unique questions
 Talk about region rollout plan
Regional Leads Only

Meeting #4

Pre-Go Live
All Team Members

Meeting #5

Q+A
 Performance Charts
Regional Leads Only

Alternative

Catch all meeting meant for those who cannot attend their scheduled call.

8/28-9/8 – Division/Vendor Training