



# 5 Tips on how to start onboarding new software

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## 1. Prepare staff with an information session

- List goals business wants to achieve
- What is the software that will enable the business to achieve those goals
- Software benefits
- What will change



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## 2. Dedicate a project manager to implement the software

- Adopt project management processes to manage changes



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## 3. Nominate a champion owner of the system



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## 4. Name employees who will require training

- Determine roles and responsibilities



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## 5. Draft a timeline to go live with your aligned internal processes for the implemented software

- Ensure support from all stakeholders
- Test your processes again and again

