

A photograph of a man with a beard and short brown hair, wearing a dark blue suit jacket over a white button-down shirt. He is smiling broadly and has his arms crossed. The background is a blurred office interior with large windows.

# CYPHER Learning **IMPLEMENTATION SERVICES**

At CYPHER Learning, we understand that a successful learning platform implementation goes beyond technology—it's about delivering a transformative experience that empowers your organization. Our implementation services are meticulously designed to guide you every step of the way, ensuring a smooth transition and a successful launch. Our goal is to get you up and running as efficiently and quickly as possible.



# 8 step implementation plan

Our expertly crafted 8 step implementation plan is designed to get your system up and running swiftly and effectively. With **up to 80 dedicated implementation resource hours**, including **6 hours of train-the trainer training**, we streamline the setup process to minimize errors and delays. This allows you to start using the platform sooner, accelerating your team's productivity and helping you see a faster return on your investment.

## 8 step implementation overview

**Step 1:** Preparation and kick-off

**Step 2:** Establish project administration and finalize project plan

**Step 3:** Configuration/Training

**Step 4 & 5:** Platform integration

**Step 6:** User acceptance testing and refinement

**Step 7:** System testing and preparation for go live

**Step 8:** Project closure and review





# 8 week schedule

## WEEK 0-1

### Preparation and kick-off

Contract signing and initial kick-off meeting to outline project roles, responsibilities, and communication plans. The project team is organized, and initial project administration steps are taken.

## WEEK 2

### Establish project administration and finalize project plan

Project administration continues with gathering technical and functional requirements, finalizing the project plan, and beginning the platform setup and configuration.

## WEEK 3

### Configuration/Training

Configuration and initial training for project teams, admins, and instructors are conducted, alongside scoping of content and data migration if necessary.





## **WEEK 4 - 5**

### **Platform integration**

Platform integration starts, focusing on API mapping and mobile app branding with ongoing requirements gathering and documentation.

## **WEEK 6**

### **User acceptance testing and refinement**

User acceptance testing is performed to identify and address any necessary refinements.

## **WEEK 7**

### **System testing and preparation for go live**

Final system testing and preparations for go-live, including comprehensive checks and monitoring.

## **WEEK 8**

### **Project closure and review**

Project closure, including post-implementation support, system documentation, and a review of lessons learned.





This streamlined approach enables a swift transition to using the platform, ensuring alignment with client needs at each stage.

## CYPHER Learning service offering portfolio

**Implementation**

**Bespoke content**

**Custom content**

**Accelerated development**

**Integration**

**Migration**

