

ROLL OUT TIMELINE

SUB-PROJECT	TITLE	DESCRIPTION	RESPONSIBLE	RELEVANT FILES	COMPLETION DATES	COMPLETED	SUPPLIER DEPARTMENT	ESTIMATED RESOURCES (DAYS)	COMMENTS
1	Brandscope Templates	Brandscope Account Manager to email STARTER PACK templates for setting up Supplier, Brand, Users, Retailers, Territories, Agents, Ranges and creating imagery.	Brandscope Account Manager		WEEK 1			0.25	
2	Starter Pack Review	Brandscope Account Manager to review templates and timeline with Supplier Admin team	Brandscope Account Manager/Supplier		WEEK 1		Admin Marketing	0.25	
3	INTEGRATION Functionality Meeting	Meetings between Brandscope and Supplier IT personnel to determine integration requirements. Brandscope IT to email Supplier IT Manager copy of draft integration agreement	Brandscope IT / Supplier IT		WEEK 1		IT	0.50	
4	Supplier/Brand Set-up	Supplier Admin to email Brandscope Account Manager Full Supplier Name, Brand Name, ABN, Web Address and Head Office Address. Brandscope Account Manager to load to Brandscope and set up Brand.	Brandscope Account Manager / Supplier Admin		WEEK 2		Admin	0.25	
5	Supplier User Set-up	Supplier Admin to complete Supplier Users (who will need access to Brandscope) and Agents load sheet. Brandscope Account Manager to load to Brandscope.	Brandscope Account Manager / Supplier Admin		WEEK 2		Admin	0.50	
6	Initial Retailer check	Supplier Admin to provide list of retailer names and suburbs. Brandscope Account Manager will then compare with Brandscope database	Brandscope Account Manager / Supplier Admin		WEEK 2		Admin IT	1.00	
7	Retailer/User/Territory Set-up	Brandscope Account Manager / Supplier Admin to complete Retailer load sheet. Brandscope Account Manager to set-up in Brandscope	Brandscope Account Manager/Supplier Admin		WEEK 4		Admin Sales	3.00	Delay here can be Supplier sourcing all User Buyer email addresses for those not on Brandscope. Typically responsibility of Sales
8	Data Load Sheet	Supplier Admin to submit first DLS to Brandscope	Brandscope Account Manager/Supplier Admin		WEEK 4		Admin IT	2.00	Dependent on: 1) How much information stored in ERP 2) ERP capacity to export data GOAL is to automate via API
9	Marketing Assets (RLS & Landing page)	Supplier Admin Graphic Designer to provide RLS & associated assets - brand logo, homepage imagery, banner imagery and email flyer image according to specs.	Brandscope Account Manager/Supplier Admin Marketing		WEEK 6		Marketing	2.00	Dependent on the volume and availability of assets
10	Staging Data Load	Brandscope to load first Release to STAGING to verify data. Supplier Admin to verify	Brandscope Account Manager/Supplier Admin		WEEK 7		Admin Marketing Sales	2.00	
11	Production Data Load	Brandscope to load first Release to PRODUCTION. Supplier Admin to verify once loaded	Brandscope Account Manager/Supplier Admin		WEEK 9		Admin Marketing Sales	2.00	
12	Image load	Supplier Admin to load product imagery	Supplier Admin		WEEK 10		Admin IT	1.00	Dependent on ERP capacity to send images. Brandscope can provide resources
13	Integration Finalised	ORDER export and INVENTORY import files completed and tested	Brandscope IT/Supplier Admin/Supplier IT		WEEK 11		IT	2.00	This is an ongoing, behind the scenes projects as data is being compiled
14	Data Testing	Orders generated for each SKU on PRODUCTION server and pushed to Supplier ERP to validate data.	Brandscope Account Manager/Supplier Admin		WEEK 11		Admin IT	1.00	
15	Training	Rollout of training for all Supplier & Agent Users	Brandscope Sales Manager/Brandscope Account Manager/Supplier Admin		WEEK 11		Sales	1.00	Can be done on-site or via remote
16	GO LIVE	Once Release confirmed by Supplier Admin, Retailers provided with access	All		WEEK 12		Admin	0.00	
17	Flyer Distribution	Supplier to provide header graphic & copy. Brandscope Account Manager to co-ordinate Flyer release	Brandscope Account Manager/Supplier Admin		WEEK 12		Marketing	0.50	