

MIGRATING TO INMOTION IGNITE

We're excited that you've decided to migrate to inMotion ignite! We're here to support you throughout your migration journey and have prepared this guide to give you an idea of what to expect throughout this exciting process.

MIGRATION AT A GLANCE

- Migration will take up to seven weeks, with an average of 30 hours of admin work over that period.
- We will provide you with self-guided learning materials, including training videos, help articles, recorded webinars, and a campaign to manage the migration projects in your new ignite account!
- You will have five 45-minute check-in calls with your Implementation Consultant to discuss strategy and process. To ensure you're getting the most out of these calls, it is essential you come prepared and keep up with your self-guided learning!

Here's a quick breakdown of what you will be doing each week, along with the expected level of effort:

WEEK 1: CONFIGURE YOUR ACCOUNT

1-3 HOURS Check-in call topics:
• Admin training and account configuration

What you'll do:
• Configure your account, including roles, permissions, custom fields, tags, and auto-naming

WEEK 2: CREATE YOUR TEMPLATES

5-8 HOURS Check-in call topics:
• Workflow and process

What you'll do:
• Build route templates as well as project templates using automatic date calculations and dependencies

WEEK 3: UPDATE YOUR REQUEST FORMS

3-5 HOURS Check-in call topics:
• Requests and forms

What you'll do:
• Identify whether your team will work from campaigns or projects, identify any forms you'd like to carry over from Classic, and submit outlines for your new forms

WEEK 4: FINALIZE FORMS & PLAN YOUR ROLL-OUT

3-5 HOURS Check-in call topics:
• Review forms as well as your training and roll-out plan

What you'll do:
• Review and test your workflow and forms, plan and schedule your team and stakeholder trainings

WEEK 5: PREPARE FOR TEAM & STAKEHOLDER TRAININGS

5-8 HOURS Check-in call topics:
• Helping you prep for your team and stakeholder trainings

What you'll do:
• Create internal documentation and training materials for your team's process and workflows

WEEK 6: TRAIN YOUR TEAMS!

2-3 HOURS What you'll do:
• Train your team members and stakeholders on your new process in ignite, with your Implementation Consultant available to answer technical questions



WEEK 7: GO LIVE!!

1-3 HOURS What you'll do:
• Migrate your Classic projects to ignite
• Oversee your team's new ignite processes
• Celebrate!

