

## Check our tips for the rollout of Silverbucket

### 1. The technical side of the rollout

- From a technical point of view the rollout is quickly done. We can create your environment in a day.
- For adding the basic information (projects, people, customers) there are two ways: adding them manually yourself or importing with a separate Excel.

### 2. Integrations – definitions & execution

- If integrations are necessary, they are usually executed after acquiring some user experience. Then the client knows if they need integrations and what should be integrated.
- The definitions, possible costs and schedules are agreed together with the client.

### 3. Main users

- There should be one or few Silverbucket main users who are the first support contact for the users and will help the new users in getting started with Silverbucket.
- We will schedule the new updates, discuss the new features and help with the support questions with the main users.

### 4. User trainings

- When executing the rollout, one should ponder who would attend to the start training held by Silverbucket and how to put the software into practice. The main users can organize later user trainings for new users and more targeted trainings and workshops to different counterparts (base users, project managers, team managers, top management).
- In the beginning, one should put effort in adequate training, support and follow-ups, which will have a wide positive effect to the rollout.

### 5. Common rules

- A good practical tip is to discuss and compile common rules on how to use Silverbucket so that everyone uses it the same way. You can collect the rules to a Word document or to a whatever place is the most suitable for you.

If you want to discuss more how to implement the tool within your organisation, you can contact your Silverbucket contact person or our Sales [sales@silverbucket.com](mailto:sales@silverbucket.com) / tel. +358 40 680 6860.