



YOUR BARCODE SOFTWARE IMPLEMENTATION CHECKLIST

Implementing a new barcode project can be a complex undertaking. Adequate planning is essential for a seamless rollout. Use the checklist below as a roadmap for what to expect during the implementation process. While each project is unique, these steps represent best practices proven to ensure a successful implementation, based on our 30+ years of experience.

[Download Implementation Guide](#)

1. BEFORE IMPLEMENTATION

Build Your Business Case:

- ❑ **Perform Honest Self-Evaluation**
 - Establish Internal Taskforce
 - Analyze/Understand Your Processes
 - Create Clear, Actionable Goals
 - [Get Support](#) from Your Software Vendor
- ❑ **Answer Business Questions**
 - What top [business problems](#) are you looking to solve?
 - What will this mean for your team?
 - Why is this important now?
 - How much is the problem costing the company?
 - Have potential solutions been identified, including costs?
 - What is the financial payback or [Return on Investment \(ROI\)](#)?
 - What are the competing projects and how do they rank in the priority?

2. DURING IMPLEMENTATION

- ❑ **Planning**
 - Kick-Off Meeting
 - Get Project Manager Contact Information
 - Create Project Plan
 - Finalize Project Schedule and Scope
- ❑ **Design**
 - Conduct Business Analysis Workshop (BAW)
 - Review BAW Report
 - Sign Finalized BAW
- ❑ **3. Development**
 - Install and Configure Software
 - Review Custom Mobile Apps
 - Perform Quality Assurance (QA)
 - Functional Acceptance Testing (FAT)
- ❑ **4. Delivery**
 - User Acceptance Testing (UAT)
 - Additional Testing & Iteration (as needed)
 - Go Live!
 - Solve Post-Go Live Issues

3. AFTER IMPLEMENTATION

- ❑ **Save Technical Support Contact Information**
- ❑ **Fix Remaining Bugs**
- ❑ **Schedule Product Training**
- ❑ **Evaluate Additional [Services](#)**
- ❑ **Begin Next Phase of Rollout**

For more information, contact:

LetsTalk@rfgen.com

(888) 426-2286
www.rfgen.com

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START YOUR JOURNEY TODAY

Purchasing new enterprise software can be an exciting but daunting step to take. With RFgen, you can enjoy a worry-free implementation as we guide you step-by-step through the entire process. RFgen accepts nothing less than a service both parties can be proud of. Contact us today to talk to an expert—and get your implementation journey started with RFgen as your strategic partner, committed to your success.

For more information, contact:

LetsTalk@rfgen.com



1101 Investment Blvd, Suite 250
El Dorado Hills, CA 95762
(888) 426-2286
www.rfgen.com

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