SOFT LAUNCH

```
   ┌─────────────────┐
  (  Soft Launch Phase )
  (      Begin         )
   └────────┬────────┘
            │
   ┌────────┴────────┐
   │ Vision launches │
   │ site to         │
   │ production      │
   │ environment     │
   └────────┬────────┘
            │
   ┌────────┴────────┐
   │ Vision gives    │
   │ Client CMS      │
   │ Training &      │
   │ introduces CMS  │
   │ Help Team       │
   └────────┬────────┘
            │
   ┌────────┴────────┐
   │ User Acceptance │
   │ Testing (Compile│
   │ Punchlist Items)│
   └────────┬────────┘
            │
         ◇ Punchlist or
         ◇ Addendum work
         ◇ identified?  ── YES ──► ║ Punchlist and/or ║
            │                      ║ Addendum Process ║
           (NO)
            │
   ┌────────┴────────┐
   │ Vision completes│
   │ any punchlist   │
   │ work            │
   └────────┬────────┘
            │
   ┌────────┴────────┐
   │ Client Sign-off │
   │ on completed    │
   │ punchlist work  │
   └────────┬────────┘
            │
   (  Soft Launch Phase )
   (       End          )
```

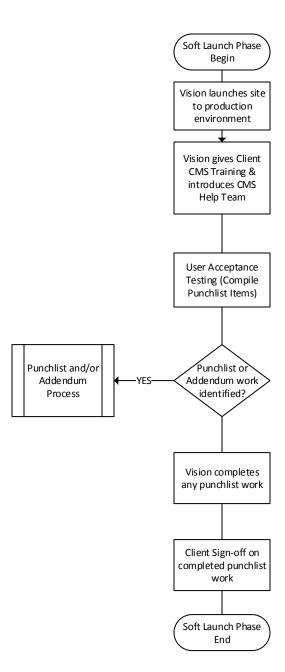**GOAL:**
The goal of the Soft Launch phase is to present a fully functional, complete website to the Client on a production server with a public IP address, train the Client on how to use the Vision CMS to manage their website, ensure the website meets Client specifications and complete any adjustments required. All bug fixes and change requests will be completed as part of a final Punchlist during this phase.

VISION DELIVERABLES:
1) Transfer and set up website on production server environment
2) IP Address of production website
3) CMS user training as defined in the scope of work
4) Introduction to CMS Help Team
5) Completed Punchlist Addendum after UAT is complete
6) Delivery of Punchlist items

CLIENT DELIVERABLES:
1) List of users for training and logistics support for training sessions
2) User Acceptance Testing (UAT) and report of any issues found
3) Review scope and sign Addendum for Punchlist work

KEYS FOR SUCCESS:
1) Be prepared to work closely with your departments to follow up on training and be available to answer questions on CMS use as needed

2) It is best to have training and then be immediately dedicated to preparing your site to launch – set a deadline for people to have completed their updates before the end of the training meeting

3) Utilize the CMS Help team whenever there's a question regarding how to use the website's features and components

4) Make sure to thoroughly review the website and content during the three week user acceptance testing period and report findings to the Vision PM in order to have them included in the Punchlist.