



SOFTWARE IMPLEMENTATION PLAN RESOURCE

CREATING A GANTT CHART

Software implementations can be complicated. To successfully introduce a new platform in your clinic, we recommend developing a detailed implementation plan. A proven tool for this task is the Gantt chart.

Gantt charts are a widely used project management tool to plan all the tasks required for a project and when they will be completed.

GANTT CHARTS CAN BE USED FOR:

1. Planning your project
 - Who is going to do what, how long each task will take
2. Explaining the project to your team members
3. Monitoring whether you are still on schedule
 - You can do this by highlighting the tasks that have been completed
4. Adjusting your plan if things change during your project
 - Adding extra tasks, changing the timeline, etc.

When creating your own Gantt chart, be sure to consider and include any special circumstances for your clinic, including multiple clinic locations, a short timeline or a large number of staff.

Creating a successful implementation plan means involving your clinic team when designing the plan. Request input on the list of tasks, the launch plan, and how much training your team will require. This conversation will help to ensure you have the information necessary to make an accurate project plan and timeline.

The [Sample Software Implementation Plan Gantt Chart](#) provides an example of what your implementation plan may look like and a template you can use for your project.

The sample implementation plan provided is simply a guide. It assumes that you have already chosen a clinical note-taking software solution and you have prepared your team using change management techniques. Your clinic may have different needs, and your plan will need to be adjusted accordingly.

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CREATING YOUR IMPLEMENTATION PLAN

When you're ready to create your own plan open the [Sample Software Implementation Plan Gantt Chart](#) tool.

1. Review the sample implementation plan provided and take note of how it compares to your clinic.
2. Click on the Blank Gantt Chart tab at the bottom to open a new sheet with a blank Gantt chart for you to fill.
3. Determine the tasks you will need to accomplish.
 - Remember to consult your clinic team as well as the software vendor.
4. Assign the person responsible for each task by putting their name in the **Person Responsible** column next to the task.
5. Estimate how long each task will take and write the number of days in the next column.
6. You can then highlight the boxes associated with the number of days needed to complete each task and assign it a colour.
7. You can extend your implementation plan by copy and pasting the columns to create more weeks.

USING YOUR GANTT CHART

1. Allow your clinic team to become familiar with the implementation plan. You may wish to print it out and post it somewhere in your clinic.
2. Keep track of how the project is going by highlighting the tasks that have been completed.
3. If a task has been delayed, adjust the timelines accordingly so your team knows when to expect certain tasks.

Members may wish to consult our resource on using [change management techniques in your clinic](#). You can also prepare for your transition from paper to electronic records using our [Go-Live Strategy Guide](#).

If you need help developing an implementation plan, contact the OCA at oca@chiropractic.on.ca. We will be happy to assist you through the process.