

VITAL INSIGHT: APPROACH TO IMPLEMENTATION

The Governance Insight™ implementation approach is broken into five separate components, including project kick-off, organizational structure definition and build out, data population and conversion, technical installation, and training. The key activities associated with each component are summarized below.

Project Kick-Off

(1-4 Hours)

Customer Participants: Project Sponsor

- Review implementation timeline
- Confirm implementation objectives
- Establish expectations
- Identify key personnel and contact information
- Determine appropriate reporting protocols

upload requirements, upload files, configure as necessary)

- Input additional desired data not covered in data conversion process (e.g. locations, information systems, etc.)

Organizational Structure Definition and Build-Out

(1-2 Days)

Customer Participants: Project Sponsor and Primary Users (as deemed appropriate by customer)

- Review Organizational Structure module and architecture capabilities
- Determine desired scope and appropriate framework
- Build Organizational Structure to customer specifications
- Confirm Organizational Structure with customer

Technical Installation

(3-6 Hours)

Customer Participants: IT Resource(s)

- Confirm supporting hardware/software is in place
- Review installation procedures
- Set up email account for application
- Perform technical install (application, database, reporting service, and mail service)
- Deploy application to test user and validate connectivity
- Validate email functionality
- Deploy to user population (as deemed appropriate by management)

“ I was amazed at how easy it was to deploy and manage the Vital Insight application. Everything is automated and very simple. We were up and running within a few hours. I have implemented a lot of software and seen a lot of problems, but none of those happened with Governance Insight. ”

- Brian Ramsey, IT Director, Health Systems International

Data Population and Conversion

(1-4 Weeks)

Customer Participants: Project Sponsor and Primary Users (as deemed appropriate by customer)

- Identify and set up users and desired security profiles
- Identify and obtain policy and process data to be loaded into the database
- Perform data conversion process (i.e., reformat to

Training

(1-2 Days)

Customer Participants: Project Sponsor and Primary Users (as deemed appropriate by customer)

- Confirm necessary training facility/equipment available
- Install standalone version of application on training equipment
- Execute train the trainer and/or power user training sessions
- Distribute user manuals

About Vital Insight

Vital Insight, Inc. was founded in 2005 by former Big Four accounting firm executives and visionary software architects with a single goal in mind - to help companies manage and simplify Governance, Risk and Compliance. With industry best practices built into the solution, our Governance Insight platform enables companies to automate, centralize, and streamline Enterprise Risk Management, audit, and global compliance programs. Our solutions help customers and partners to lower overall compliance and risk management costs, ensure greater regulatory compliance, and create effective corporate governance frameworks that can be leveraged across the enterprise.

To learn more about Vital Insight, please contact 1-888-618-4825 or visit www.vitalinsight.com.