

	Task	Start Date	Finish Date	% Complete	Owner	Coupa Notes	Customer Notes
Full Rollout							
Kick Off	Kickoff Meeting with all impacted teams - Procurement	12/2/2010	12/2/2010	100	Coupa & Enterasys		
Quickstart	Customer goes through Quickstart to load data and basic configurations	12/2/2010	1/11/2011	100	Enterasys		
	Customer reviews online training	12/2/2010	12/10/2010	100	Enterasys		
Test Considerations	Coupa will verify that PO method is set to "prompt"	12/6/2010	12/6/2010	100	Coupa		
Business Process Analysis							
	Procurement: Requisitioning flow						
	Review Training & Best Practices	12/13/2010	1/18/2011	100	Enterasys		
	Go through business process questions and update key decisions	12/13/2010	1/18/2011	100	Enterasys		
	Review different commodities bought through Coupa and look for any exceptions to the normal processing flow.	12/13/2010	1/18/2011	100	Coupa & Enterasys		
	Business sign off	12/13/2010	1/18/2011	100	Enterasys		
	Procurement: PO Processing						
	Review Training & Best Practices	1/25/2011	1/25/2011	100	Enterasys		
	Go through business process questions and update key decisions	1/25/2011	1/25/2011	100	Coupa & Enterasys		
	Business sign off	1/25/2011	1/25/2011	100	Enterasys		
	Procurement: Approvals						
	Review Training & Best Practices	12/13/2010	1/27/2011	100	Enterasys		
	Go through business process questions and update key decisions	12/13/2010	1/27/2011	100	Coupa & Enterasys		
	Business sign off	12/13/2010	1/27/2011	100	Enterasys		
	Measurement: Dashboards and Expense Reports						
	Review Training & Best Practices	1/25/2011	2/1/2011	100	Enterasys		
	Go through business process questions and update key decisions.	1/25/2011	2/1/2011	100	Coupa & Enterasys		
	Business Sign off	1/25/2011	2/1/2011	100	Enterasys		
Setup & Configuration							
	Coupa configures Customer sandbox based on business process analysis				Coupa		
	Load Accounts	1/7/2011	1/14/2011	100	Coupa		
	Load Ship-Tos	1/14/2011	1/14/2011	100	Coupa		
	Load Users	1/14/2011	1/14/2011	100	Coupa		
	Load suppliers	1/14/2011	1/21/2011	100	Coupa		
	Load approval chains	1/14/2011	2/1/2011	100	Coupa		
	Build billing security groups	1/19/2011	2/1/2011	100	Coupa & Enterasys		
	Modify homepage to include helpful links	1/19/2011	2/1/2011	100	Coupa & Enterasys		
Customer User Training							
	Coupa conducts Admin Training for Customer Coupa administrators	2/1/2011	2/4/2011	100	Coupa & Enterasys		

	Task	Start Date	Finish Date	% Complete	Owner	Coupa Notes	Customer Notes
Full Rollout							
	Coupa conducts Buyer Training for Customer Coupa Buyers	2/4/2011	2/8/2011	100	Coupa & Enterasys		
	Coupa conducts end user training with dept heads	3/22/2011	3/24/2011	100	Coupa & Enterasys		
Customer Acceptance Testing							
	Customer conducts acceptance testing on sandbox to validate data and configuration	2/8/2011	3/11/2011	100	Enterasys		
	Core team testing (Fiona's team)	3/1/2011	3/11/2011	100	Enterasys		
	Finance Partners testing	3/24/2011	3/28/2011	100	Enterasys		
Collateral							
	Customer creates Enterasys specific content for end user training materials.	2/8/2011	3/2/2011	100	Enterasys		
Deploy							
	Customer informs Coupa they are ready to move to production and they have completed their testing	3/30/2011	3/30/2011	100	Enterasys		
	Customer reviews training module 3 on employee adoption	3/30/2011	3/30/2011	100	Enterasys		
	Customer reviews FAQ for going live: http://support.coupa.com/forums/6802/entries/16445	3/31/2011	3/31/2011	100	Enterasys		
	Coupa moves data from Sandbox to Production	3/31/2011	3/31/2011	100	Coupa		
	Customer moves SAML to prod	3/31/2011	3/31/2011	100			
	Customer informs users about the new production system and the go live instructions	4/1/2011	4/1/2011	100	Enterasys		
	Production Starts!	4/4/2011	4/4/2011	100	Enterasys		