Standard Policies and Procedures

Project methodology

May 2017

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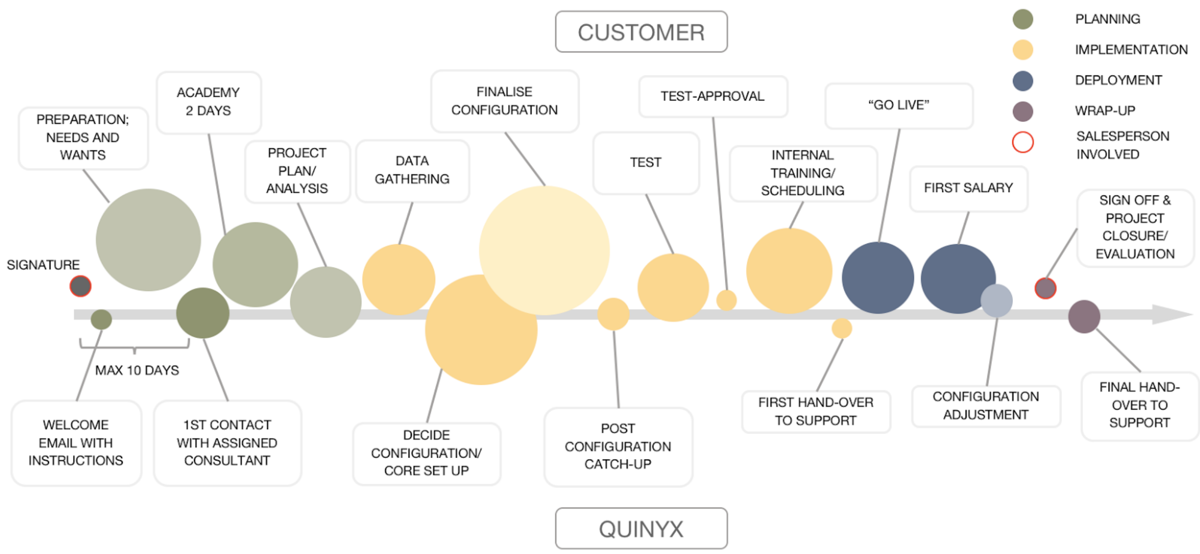
Quinyx Standard Project Methodology

This document describes Quinyx project methodology from the perspective of a standard project. At the time of a project start a detailed plan is created by Quinyx, together with the customer.

Overview Quinyx project methodology

A project is divided into four different phases. Each phase consists of a number of milestones for the project. The picture below visualises the project methodology from start to finish. The size of each milestone is in relation to the effort for that milestone, and the darker the colour is, the more predictable is the size of effort. The placement of each milestone indicates if the main responsibility and effort lies with the customer or Quinyx.



Planning

Signature

Quinyx agreement signed.

Welcome email

Closer explanation of the process and what the customer need to know and decide when going into the project; who should be involved in the project, which individuals who will act as superusers, how the organisation wants to work etc.

Preparation

The customer thinks about the above and prepare by knowing the business and what they want from quinyx.

1st contact

Initial telephone call, where consultant starts understanding the customers needs better, and the planning of the project starts. After the call the customer gets a checklist and information on how to move forward.

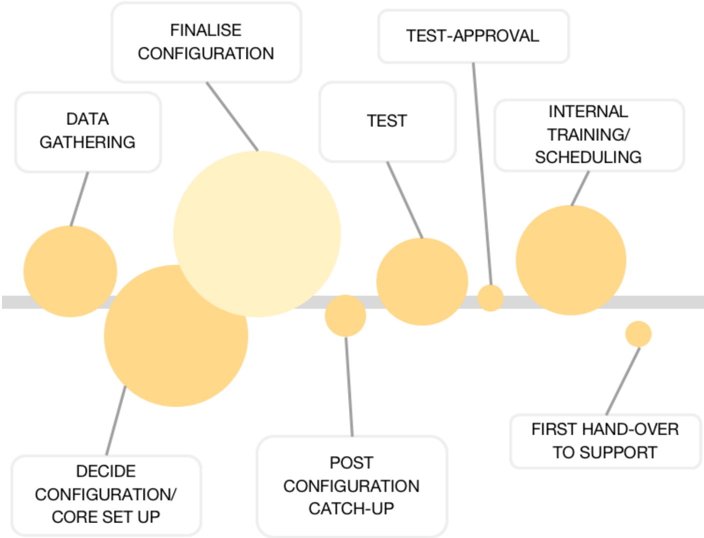
Academy

To be able to implement quinyx the customer needs to know the system. The first step is to attend the Quinyx Academy class to become a Superuser. There is also a class for scheduling and time & attendance that the suitable person within the organisation should attend.

Project plan

The customer and the consultant make a plan for the project, with the customer needs and wants in focus. Each step is planned and a time plan i set.

Implementation



Data gathering

To be able to setup Quinyx the customer needs to gather information on the organisation. This includes organisation structure, scheduling processes, rules, payroll etc. The information is gathered in a checklist that is sent to the consultant.

Decide configuration

Based on the information gathered a core setup is decided. The consultant and the customer go through a possible set up and make decisions where there are different options. The configuration is started by the consultant

Finalise configuration

When the core configuration is done the customer takes over and finalises. This is a good opportunity for the customer to practice working in the system and getting to know the system and the setup. The consultant will support during the work.

Post configuration catch-up

The customer and the consultant go through everything that's been done. Decision is made if the configuration is considered to be done.

Test/test-approval

Tests are made to verify that the set up is correct. Test include scheduling, registering time, approving worked time, salary output, exporting salary to payroll system etc.

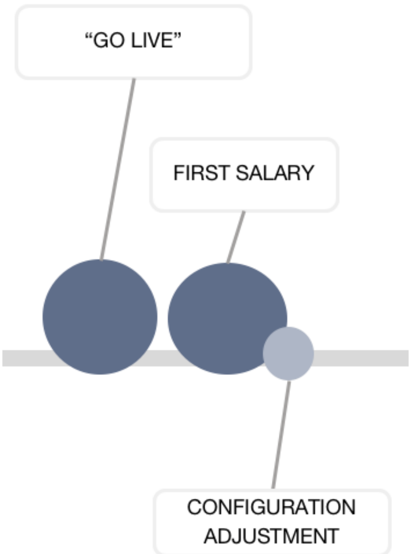
Internal training/scheduling

Internal training of the people in the organisation. The people responsible for scheduling and time & attendance is trained and works in the system in preparation for going live.

First hand-over to support

So that the customer gets the help that is needed during the starting period in Quinyx the support is available for the customer. The Superusers can contact the support with any any general questions. The consultant will still be the main point of contact.

Deployment



"Go live"

The organisation starts using Quinyx. The employees can login and see their schedule, apply for time off and communicate with their managers and colleagues. They also start registering time.

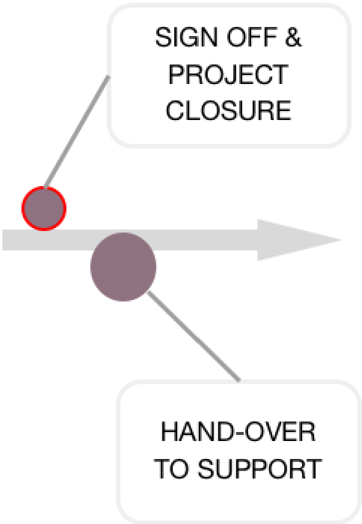
First salary

The first salary, based on Quinyx data, is created. If the customer have a payroll integration a file is created in Quinyx for the payroll system.

Configuration adjustment

After the system has been used during the first period, and the first salary has been made, it might be needed to make some small adjustments in the system. The customer will work together with the consultant in doing the changes, if any is needed.

Wrap-up



Sign off & project closure

The customer and the consultant wrap up the project, going through any remaining questions, discussing any further steps that is needed outside of the projects etc.

Hand-over to support

When the project is closed the customer is handed over to support. The consultant informs the support on the customers setup and usage in Quinyx. The customers Superuser can contact the support if there is any questions on the system and system usage.