Sample Software Implementation Gantt Chart

Task	Person Responsible	Number of Days	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
New software installation	Clinic Manager/Vendor	4	██							
Data Migration to new software	Clinic Manager/Vendor	3	██							
Training	Vendor	14		██	██					
CHA Training: Billing, Scheduling, Reporting	CHA/Vendor	7		██						
Practitioners: Billing, Scheduling, Reporting	Practitioners/Vendor	7		██	██					
Practitioners: Cllinical note taking	Practitioners/Vendor	7			██					
Testing in Clinic (ensure software is working and staff is comfortable using it)	Clinic Team	7				██				
Buffer Zone (Allow for extra time before go-live in case something delays implementation)		7					██			
CHA Go-Live date (CHAs will begin using new software for patient management)	CHAs	7						██		
Practitioner Go-Live date (Practitioners begin using clinical note taking feature of new software)	Practitioners	7							██	
Training refresher: Have all staff go through a training refresher (e.g. videos) to ensure they are using the software appropriately	Clinic Team	7								██
Celebrate a successful transition with your staff!	Clinic Team	1								██