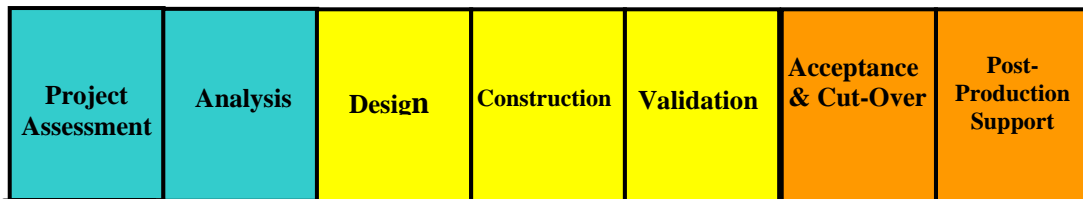
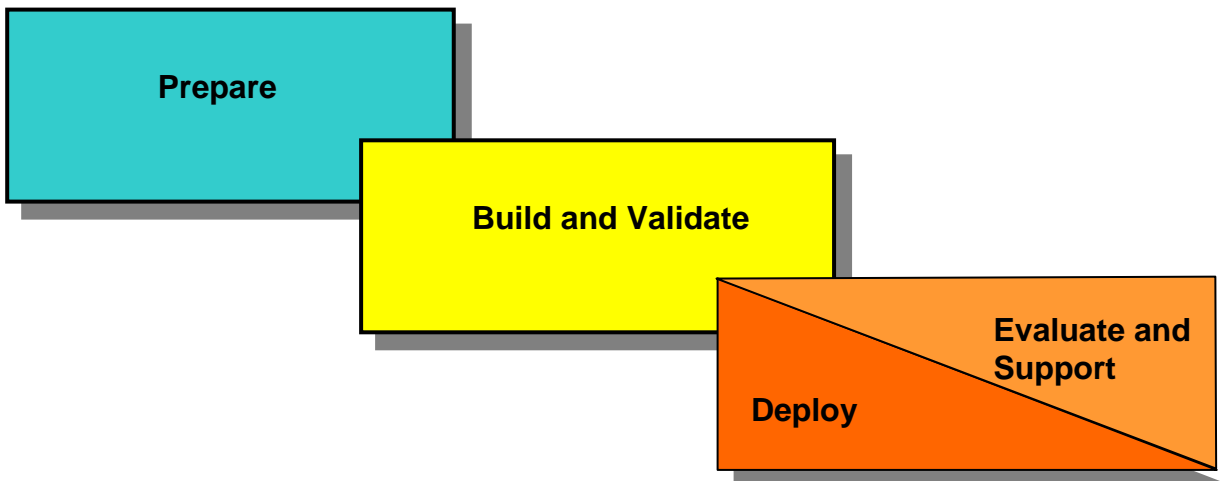

Methodology

SofTec employs a **simple**, straightforward approach to implement the Oracle Applications. Our methodology, *instant SofTec Solution (iSS)*, enables us to partner with our clients to successfully implement the applications without requiring rigid procedures or reams of documentation. Our approach is flexible and can easily be tailored to meet the specific needs of our clients.

iSS is broken down into phases where each phase contains detailed tasks and specific milestones along the project timeline. These phases are represented in the following diagrams:



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Figure 1: *instant SofTec Solution*

A teal square with a black border containing the text "Project Assessment" in bold black font.

Project Assessment

During the Project Assessment phase, SofTec will work with the client to determine key project goals and desired accomplishments along with an initial infrastructure assessment. A key focus of this phase is to find “quick hits”, or areas where Oracle’s functionality can provide substantial benefits without a lot of effort. The duration can be from one week to a few months depending on the complexity of the implementation.

Objectives of the Project Assessment include:

- Identifying the project team members and their responsibilities
- Defining the scope of the project
- Inventorying the Existing Technical Environment
- Recommending any Additional Infrastructure Requirements
- Determining the critical success factors
- Identifying the executive sponsor
- Developing a strategic project plan
- Complete a skills assessment

This approach to the initial planning of the implementation offers numerous benefits including:

- By including the project team in the development of the strategic project plan, the team members feel empowered to make decisions and, therefore, have buy-in into the deadlines established in the plan
- This approach lends itself to a more rapid solution
- Working together promotes a "team" atmosphere

Deliverables of the Project Assessment include:

- High Level Project Plan
- Identification of Resource Requirements
- High Level Project Budget
- Technical Infrastructure Assessment
- A training plan
- High-level Scope Document



Milestone: Project Kickoff Meeting

A teal square with a black border containing the text "Analysis & Design" in bold black font.

Analysis & Design

During the Analysis and Design phase, we work closely with our clients to understand the way they do business. Conversions and interfaces are documented and the business processes are mapped to the Oracle Applications' functionality. Gaps are identified during this phase and recommendations regarding business process reengineering or customizations are considered.

Objectives of this Analysis and Design Phase include:

- Understand the client's detailed requirements
- Identify gaps between these requirements and the Oracle Applications

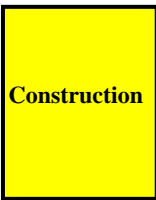
- Define/design all conversions, interfaces and customizations
- Refine the detailed project plan

Deliverables of the Analysis and Design Phase include:

- Detailed Project Plan
- Technical Design Documents
- Functional Design Documents



Milestone: Requirements Matrix & Detailed Project Plan



During the construction phase, the client will work with the prototype to evaluate the setups and identify changes. SofTec will implement the changes and set up a new prototype for the client. This iterative approach is very effective in ensuring that the software delivers the desired functionality and it also works to educate the client regarding the use of the software.

Objectives of the construction phase include:

- Configuring and testing the application
- Unit testing conversions, interfaces and customizations
- Developing an integrated system test plan
- Preparing end-user training materials, training plans and schedules

Deliverables of the Construction Phase include:

- Fully-integrated system test plan
- Training materials, training plans and schedules
- Completed unit testing



Milestone: User sign-off on unit tests

Milestone: Test environment configured



During the validation phase, the project team will perform a full, end-to-end, integrated system test as well as a parallel test if desired. In addition, the client's hardware should be "stress-tested" to ensure adequate support for the anticipated number of users.

Objectives of the validation phase include:

- Fully testing the integrated system
- Testing all conversions and interfaces
- Developing a cut-over plan

Deliverables of the Validation Phase include:

- Completed system test
- Completed conversion and interface testing
- Documented cut-over plan



Milestone: User sign-off on unit tests



During the Acceptance & Cut-over Phase, SofTec will work with the client to set up the production system. The client will perform any final acceptance testing and make a "go/no go" decision for going live. End users will be trained and the cut-over plan will be utilized to transition to the new system.

Objectives of this phase include:

- Set up all data
- Complete data conversion
- Finalize acceptance testing

Deliverables of the Acceptance and Cut-over Phase include:

- End user training
- Final User Acceptance



Milestone: Go Live!!



During the Post-production Support Phase, SofTec will be available at the client site to support the users, answer questions and trouble shoot problems. Also, because the timing of financial close generally requires the client to go live on the Oracle Applications before closing the books on the legacy, it will be necessary to convert the final month from the legacy systems.

Objectives of the Post-production Support Phase include:

- Ensuring a smooth transition to the Oracle Applications
- Ensuring the end users are comfortable using the system

Deliverables of this phase include:

- Final historical data conversion



Milestone: Successful first month's close on the Oracle Applications.

Although there are many methodologies available on the market today, *instant SofTec Solution* distinguishes itself from our competition by offering clear objectives while being flexible enough to adapt to specific business needs. SofTec's methodology uses milestones to measure success throughout the project and allows us to help our clients navigate through a strategic implementation while providing opportunities to educate our clients along the way.