



## Unit: Implementation Tools

### Topic: Implementation Methodology

#### 1.1. Create a new project plan based on a template

Choose *Administration* → *System Initialization* → *Implementation Center* → *Implementation Project*.

In the **Plan** tab, select the *Detailed Project Plan* template from the dropdown list.

Select the icon to create a duplicate template. Enter **Light & Music** as the name and provide a description.

Delete the task called “Project Handover” from the plan.

Add a new task to the plan called “**Learn the implementation tasks**”.

Move this task up to the start of the plan.

#### 1.2. Add a link to a configuration screen

Select the row for the new task and right-mouse click to open the context menu.

Choose *Add Link*.

In the *Menu Selection Form*, navigate to *Administration* → *System Initialization* → *Implementation Center* → *Implementation Tasks*.

Test the link. The *Implementation Tasks* window will open. You can close this window.

Choose **Update** to save your changes to the new plan.

#### 1.3. Record progress in the plan

In the **Plan** tab, choose Level 1 to see the high level tasks (phases).

Enter a value of 4 hours in the Planned Time column for the new task.

Switch to the **Progress** tab and choose the drill-down arrow in the Actual Duration column for the new task.

In the Time Record window, enter today’s date, the current time as the Start Time, and the current time + 2 hours as the End Time.

If the Owner column is not visible, use Form Settings to make it visible and active.

Select an owner. If there is no employee master data, choose New to create an employee record for yourself.

Choose **Update**.

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The **Progress** column will show the actual progress based on the planned time.  
Save your changes to the plan.

