

# OfficeTasks

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## Project Life Cycle

### Phases

#### Project Definition

Discuss your business today and future plans. Define the scope of the project.

#### Analysis & Design

Identify the business requirements and determine how those requirements will be met.

#### Construction & Data Conversion

Install and tailor the application in a test environment. Import the production data into the test environment.

#### Testing & Documentation

Perform quality assurance testing in the test environment to ensure all requirements have been met. Document the preferred workflow.

#### Implementation & Training

Set up the new system with the current data in the production environment. Train users on the system and the preferred workflow.

#### Post Implementation Check & User Acceptance

Check with the client to ensure the scope of the project has been met and that the system is functioning as expected.