Diocesan Onboarding Plan for Diocesan Projects

Welcome! We are excited to partner with you as you journey through migrating your parishes and/or diocese to MinistryPlatform. In order to assist you in your MinistryPlatform adoption, we developed the following outline of the Diocesan onboarding process.

Your Onboarding Process consists of the following major phases:

DISCOVERY & PLANNING

This phase includes a series of planning meetings at the diocesan level. During Diocesan Orientation, we'll introduce you to your MinistryPlatform Team and provide you with details about our onboarding process. You'll work with our Project Manager to create a wave schedule (typically 10 parishes per wave), help you understand needed project resources, and unpack your timeline. A matrix of MinistryPlatform team roles will be provided to you.

DIOCESAN SPOC TRAINING

Our Implementation Specialist will work directly with the Diocesan level SPoCs (Specialized Points of Contact) to provide the training needed for you to be successful at supporting your parishes. Training includes MinistryPlatform basics, more advanced features, system administration, and setting standards for your parishes. We'll also identify the parishes and Parish Reps for the first group of waves.

PARISH ONBOARDING AND TRAINING

Each parish wave includes a series of activities to migrate parish data from the legacy system to MinistryPlatform. Parishes will be provided access to a Sandbox testing environment, where they'll need to review their data setup, comparing data in the legacy system to MinistryPlatform. Concurrent with onboarding, our Training team will provide a training plan, which includes a series of learning activities, coaching sessions, and other recommended resources. At the end of the wave, we'll migrate the final data set to your Production environment. Upon successful completion of this phase, the wave is transitioned to MP Support and connected with their assigned Ministry Success Manager. Additional details are available in the Wave Onboarding document.

DIOCESAN MIGRATION

Once your waves have been fully onboarded, we will migrate your diocese to MinistryPlatform (if part of your contract) in a process similar to wave migration. Once complete, we'll transition your diocese to MP Support and Ministry Success. A wrap-up/retrospective will be held with your diocese, we'll review your project and provide the next steps.