

# Diocesan Onboarding Plan for Parishes

Welcome! We are excited to partner with you during your journey of learning MinistryPlatform. In order to assist you with adopting MinistryPlatform, we developed the following outline of the onboarding process.

Your Onboarding Process consists of the following major phases:

1



## WAVE KICK-OFF

During the kick-off call, we'll provide Parish Reps with the predetermined timeline for the individual wave. We'll discuss the activities associated with onboarding and migrating from your legacy system to MinistryPlatform, what your role is in the process, and highlight some of MinistryPlatform's product benefits.

4



## DATA REVIEW AND TRAINING

You'll receive login credentials to the Sandbox. You'll review your data setup, comparing data in your legacy system to MinistryPlatform using a provided checklist. If there are issues that need to be addressed, you'll be able to open support tickets with your Diocese Rep. During this time, our Training team will provide a training plan, which includes a series of recorded learning activities, coaching sessions, and other recommended resources.

2



## LEGACY SYSTEM DATA CLEAN-UP

If you are a current PDS partner, our PDS Expert will provide training on how to prepare your legacy data to ensure your data is optimized for migration to MinistryPlatform.

5



## MIGRATION TO PRODUCTION AND CUTOVER

Cutover is the last date that you'll use your existing system. You'll need to stop working in your legacy system at the close of business. Our teams will retrieve a backup, and a new set of data will be exported from your legacy system and migrated to your Production database (or you will need to provide a new backup via Sharefile). You will still have access to your legacy system and can view data, but edits will not roll over to MinistryPlatform after the cutover.

3



## SANDBOX MIGRATION

If you are a current ACST ministry partner, we'll export data from your current system. If your legacy system is not within the ACST family of solutions (or if you are on ACST Desktop), you'll provide our data migration team with your data by uploading the data to Sharefile so we can begin building your platform. Your data will be uploaded to a Sandbox instance, a testing environment that allows you to learn and explore the system while reviewing your data.

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## GO LIVE - YOUR NEW MINISTRYPLATFORM IS AVAILABLE!

You'll receive login credentials to the Production database. A Coach/Trainer or your Diocesan Rep will assist you with pre-determined activities (based on the Diocesan contract). Parish Reps will be provided with access to Support and the MP Community. Following Go-Live, you will work with your Diocese Rep to meet your parish's objectives.