

Adra Implementation Project Plan								
Week	Due Date	Sprint	Focus Area	Activities/Goals	Deliverables	Owner	Comments	Hours Expected/Actual
Week 0 - 1		Sprint 0	Kickoff & Planning	Kickoff meeting: Define goals, scope, stakeholders, success Setup project champions, key owners Gather initial requirements.	Project plan, initial backlog items. Defined roles, communication plan, development	Project Manager	Initial planning to ensure alignment and smooth	
Week 1 - 2		Sprint 1	Task Manager - Part 1	Create due dates for Task Manager, Balancer, Matcher. Design Task Manager rough draft Begin building task library, assigning requirements Implement task creation, task assignment, basic user	Current close list & other repeated task for finance & basic task creation & assignment functionality.	Accounting / Finance Teams	Focus on designing intuitive interfaces and basic core	
Week 2 - 3		Sprint 2	Task Manager - Part 2	Begin validation and admin training Set up unique fields, dashboards, and final views. Perform final testing & end user training.	Functional Task Manager (task creation, tracking, Completed unit & integration tests for Task Manager.	Accounting / Finance Teams	Add more complex task management features like	
Week 3-4		Sprint 3	Balancer - Part 1	Collect chart of accounts, gl detail, and data formats Define data structure, account unique fields, and rec Setup data automation (SFTP, API, Boomi integration)	Data files and scheduling	Accounting + IT	Balancer design should focus on user-friendly	
Week 4-5		Sprint 4	Balancer - Part 2	Validate historical data and final UX/UI Begin change management training / admin training Perform unit and integration testing	Raw data scheduling and final format testing Fully validate prior historical reconciliations / data sources Completed unit & integration tests for Balancer.	Accounting / Finance Teams	Focus on data accuracy and efficiency. Ensure that	
Week 5-6		Sprint 5	Matcher - Part 1	Design Adra Matcher data workflows / exception Define matching criteria. Validate current match results	Provide Bakerfield with current recon examples Detailed examples of current matching capabilities by	Accounting + IT	Matcher design should support efficient data matching,	
Week 6-7		Sprint 6	Matcher - Part 2	Test automatic data imports Validate automatic matching percentage Implement notifications for matching results.	IT / Accounting System Admins	IT / Accounting System Admins	Focus on automation / AI performance and ensure	
Week 7-8		Sprint 7	Final Testing & Deployment	Conduct end-to-end testing (UAT, data automation).	Completed unit & integration tests for Matcher. Final tested version of Task Manager, Balancer, Matcher.	Accounting / Finance Teams	Final review and testing ensure the system is	

