

# PEAK Implementation Methodology

## Maximizing your return on investment

### Leveraging our implementation services can:

- Reduce your overall time to benefit
- Increase effective user adoption
- Mitigate the risk of implementing or migrating your solution
- Optimize your people, processes, and technology

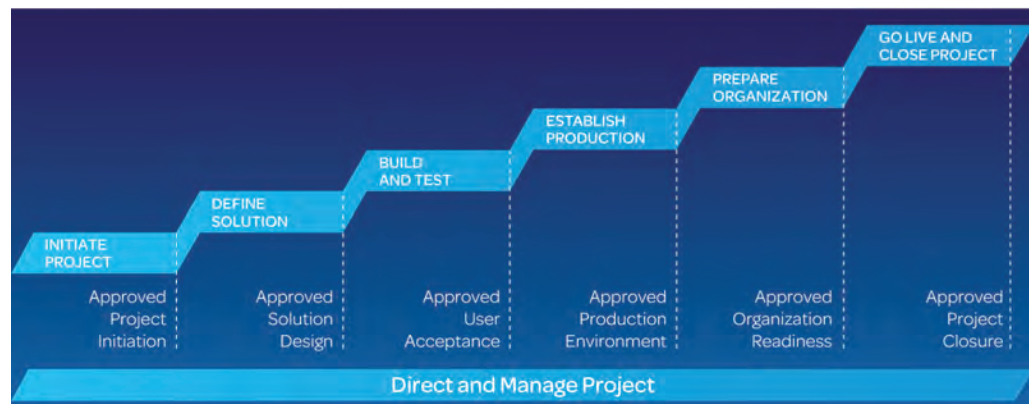
Deltek solution implementation services maximize the return on your investment. By providing best practice consulting and project management services, we can help you quickly implement and leverage the full capabilities of your solutions. Our experienced staff delivers the skills and knowledge to promote end-user acceptance throughout your organization, while helping to drive the results needed to ensure success.

### PEAK Implementation process model

Deltek’s implementation methodology is based on more than 20 years of experience implementing enterprise solutions in Professional Service firms. It is built on proven best practices, captured from the knowledge of significant experience in implementations.

PEAK Implementation methodology consists of a process model with structured tasks and activities focused on project success supported by an elaborate collection of guidelines and templates. PEAK Implementation serves as a scalable framework for implementations. This means that the processes, the themes, and the tools provided by PEAK Implementation are relevant for all types of implementations, and are considered at all times as defined by project complexity, client ambitions, and project team experience.

We have brought together best practices and experiences across all our product lines to develop the implementation methodology, which is aligned with widely recognized international project management methodologies.



The PEAK Implementation Process Model illustrates the high level processes of a PEAK implementation project.

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**Process and stages**

The "Direct and Manage Project" box encompasses the management tasks; it is managed and controlled by the Project Manager and the Steering Committee. Each stage is a structure set of tasks with specific activities focused on milestone and project goals.

Stage breaks are inserted at key points where the project must be reviewed by the Steering Committee in order to evaluate the progress as well as the continuation of the project. Each stage end represents a milestone of which approval is required before the project proceeds to the next stage. A stage milestone is reached if all deliverables of the preceding stage are accepted.

**Initiate project**

The Initiate Project process covers the initial planning of the project. It is designed to ensure the prerequisites for initiating the project are in place, e.g. the Business Case has been developed by the client, the Project Charter is completed, the Project Organization is defined, the Project Plan specified, etc. When all prerequisites are met, the stage is completed and the Define Solution stage may be authorized by the Steering Committee.

**Define solution**

The objective of the Define Solution stage is to finalize the Deltek solution to meet the requirements of the client.

The main tasks within the stage are the product training session and the solution workshops. When a solution design has been agreed upon the Build and Test stage may be authorized by the Steering Committee.

**Build and test**

In the Build and Test stage, the solution is built and configured according to the agreed solution design then reviewed and accepted by the client. The main tasks within the stage are configuration of the full solution, training and client testing; part of the testing is data migration and validation. When the user acceptance test is completed the stage is completed and the Establish Production stage may be authorized by the Steering Committee.

**Establish production**

In the Establish Production stage, the production solution is established and accepted by the client. When the acceptance is completed and the Go Live Plan is in place, the stage is completed and the Prepare Organization stage may be authorized by the Steering Committee.

**Prepare organization**

In the Prepare Organization stage, the client organization prepares for the transition to the new system by documenting procedures and training end users. The main tasks within the stage are the establishment of a support organization and the training of end users. The stage is completed when end users are trained and all necessary documentation is finalized and the Go Live stage may be authorized by the Steering Committee.

**Go live and close project**

The Go Live and Close Project stage is making the transition to the new system and closing down the implementation project. The main tasks are to go live and moving to production with the new system, finalizing any data conversion tasks and handing the client over to Customer Care. The stage is completed by the Steering Committee approval of the Project Closure Report.

Deltek (Nasdaq: PROJ) is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,500 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resources, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.® [deltek.com](http://deltek.com)