**IMPLEMENTATION CHECKLIST& UNDERTAKING- ALUMNI MANAGEMENT\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| **Alumni Profiles** |  |  |
| **Profile Approval** |  |  |
| **Jobs** |  |  |
| **News** |  |  |
| **Image Gallery** |  |  |
| **Communication** Send Email Send SMS  Inbox  Outbox |  |  |
| **Set Up** Alumni batches  Alumni Configuration  Alumni Documents Types |  |  |
| **Alumni Data Port** |  |  |

**Remarks by Module in charge (also mention if issue/requirements):**

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**Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**