**IMPLEMENTATION CHECKLIST- SUBSTITUTION 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** |
| Periods Creation |  | |  |
| School Wings creation and mapping in Classes & Sections |  | |  |
| Time Table Data Import |  | |  |
| Subject Teacher Assignment |  | |  |
| Class Teacher Assignment |  | |  |
| Asc Time Table Integration (if Applicable) |  | |  |
| **TRAINING PART** | | | |
| **Time Table** \* Procedure to manually add Time Table \* Bulk Update Time Table |  | Excellent Very Good Good Average | |
| **ASC Time Table Integration** \* Sections mapping \* Days mapping \* Employees mapping \* Subjects mapping \* Periods creation and Start & End Time mapping |  | Excellent Very Good Good Average | |
| Procedure of adding Substitutions (auto & manual) |  | Excellent Very Good Good Average | |
| **Report (Export to PDF)** \* Class Time Table Report \* Free Time Table Report \* Teacher Time Table Report |  | Excellent Very Good Good Average | |

**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**