AMDS Implementation Framework

Stages & Quality Gates	Pre-implementation 3-12 months	Implementation 3-6 months	Post implementation ongoing
	Quality gate 0: before you start **Quality gate 1:** ready to start implementation	**Quality gate 2:** ready to go live	**Quality gate 3:** implementation wrap up
Key outcomes	• The total cost of AMDS implementation has been estimated and agreed with Waka Kotahi. • AMDS implementation 'go live' date identified. • Impacts to people, process and systems are identified and plans developed to manage the change.	• Transport asset data conforms to AMDS. • Training champions have delivered training. • Impacted people know what has changed and how it affects them. • Where required, systems, reports and process are updated and align to AMDS.	• AMDS implementation lessons learnt captured and shared. • Plan in place to improve asset data quality and completeness. • Process in place to enable future version of AMDS to be adopted.
Key activities	• Project planning (cost, scope, schedule, milestones, risks, issues, benefits, etc.) • Establish project team • Identify stakeholders • Develop communications plan • Determine organisational impacts • Confirm the current state of your data, system integrations and reports • Training champions identified	• Training champions attend train the trainer workshops • Training needs assessment completed & training material customised • Data mapping completed & triage decisions made • AMDS training delivered • User acceptance testing • Data migration completed • Software update applied to asset mgmt. system • Stakeholder engagement & communication If required: • Update system integrations • Update processes, reports, documents etc.	• Run lessons learnt / insights workshop • Review data quality assessment (DQA) report and identify improvements • Share insights with the sector
Key documents	Essential: • Cost estimation spreadsheet • Stakeholder analysis • Current state analysis – data, systems & reports • Organisational impact assessment • Communications plan • Project management plan If required: • Steering group terms of reference • Advisory group terms of reference • System integration plan	Essential: • Data triage decisions • Training needs analysis • Customised training material Review & update • Stakeholder analysis • Organisational impact assessment • Communications plan • Project management plan	Essential: • Lessons learnt / insights register • Data quality improvement plan • Project close report

Please note:
• Waka Kotahi will meet with you to complete the quality gate review. It is recommended that you work through the quality gate checklist before this review.
• You can choose to use your organisation's project management templates or the AMDS implementation templates.