



ADOPTION CHECKLIST

Pre-Launch

- ☐ Confirm your hardware meets the [Spec System Requirements](#).
- ☐ Prepare existing project data for transition, including converting projects to .SIF or .XML as needed.
- ☐ Review and clean up outdated discounting and pricing rules.
- ☐ Identify and assign key Spec roles and responsibilities.
- ☐ Prepare internal communications for the transition to Spec.
- ☐ Establish your launch timeline and key milestones.

Launch

- ☐ Introduce users to MyConfigura and how they will use it.
- ☐ Educate users on common file types, including .SIF, .PMX, and .XML.
- ☐ Establish and communicate the Spec download and installation process.
- ☐ Ensure users know where to find support and learning resources.
- ☐ Create a centralized location for discounting and pricing information.
- ☐ Define standard print templates based on team needs.
- ☐ Establish company branding standards for Spec outputs.
- ☐ Define how custom catalog items will be created and managed.
- ☐ Roll out launch communications to your team.

Post-Launch

- ☐ Identify opportunities to optimize your Spec workflows and processes.
- ☐ Plan for continued learning and educational opportunities.
- ☐ Establish a process for staying informed about Spec updates and releases.
- ☐ Review ERP integration needs and opportunities.