



# Oracle UPK Conversion Journey\* | Epilogue Opus

## Planning & Preparation

## Convert & Deploy

### Scope and Objectives

Establish your goals, desired outcomes and other key drivers

### Planning and Training

Develop project plan, assemble the team, set up Opus, train

### Convert, Validate, Edit

Convert UPK Files, review converted files, identify editing requirements and edit

### Final QA, Publish, Deploy

Prepare for organizational deployment of converted content with Opus

### Admins

Your internal Opus owners who oversee the conversion and post-conversion objectives, timelines and resources

- Scope current state of UPK
  - Stakeholders
  - Content inventory, relevance & usage
  - Source file location
- Overall objectives for digital adoption post-UPK
- Target application environmental assessment

- Conversion strategy & project plan
- Timeline and budget
- Assemble Project Team and associated governance
- Opus provisioned & setup
- Opus Admin Training
- Customize Opus templates to comply with educational & company branding requirements

- Conversion tasks:
  - Set up and assign
  - Monitor progress
  - Aggregate editing requirements
- Develop end user go live plan, staged roll out (recommended)
- Assemble beta user group

- Supervise roll out plan
  - Communicate, communicate, communicate
  - Roll out reviews
- Post go-live:
  - Monitor Analytics
  - Quarterly business reviews
  - Product review sessions

### Power Users (SME's)

Team members responsible auditing existing UPK content and for editing and creating content post conversion

- Training & on-boarding:
  - UPK Converter training
  - Opus training focused on Project workflow, Review, Editing and QA
- Content responsibility matrix:
  - Who reviews converted files
  - Who edits content, if needed
  - Who is responsible for final QA

- Convert UPK content, review and edit
  - Executing on conversion tasks assigned by Admins
  - Review converted content to identify extent of editing required

- Finalize content for go-live
  - Publish all material required for content User consumption
- Future: periodic content review, based on:
  - Potential application updates
  - Functional changes

### Content Users

End users who will be consuming the content

- Opus Advisor beta group
  - A small group of Content Users, selected by the Opus Admin(s), trials the Opus Advisor roll-out

- Staged rollout of Opus Advisor
- Content users engage with Opus Advisor for in-application support

\* **NOTE:** Epilogue Systems or one of Epilogue's service partners can provide services for overall project oversight or project guidance as required, whichever is best for your situation and budget.