

# How to get started

## User adoption and rollout



### STEP 1: Build your user adoption and rollout team

This team should consist of:

- Concur Champions: Your Internal Concur Implementation Team, Administrators & Trainers.
- Stakeholders: Potential Power User's and Executive Leadership



### STEP 2: Strategize and plan with your team

Review the following documents with your Concur Champions and Stakeholders to ensure proper Strategy and Planning is in place.

Pick one or use both depending on how in-depth you need to get.

- [Change Management Strategy Template](#) (More in-depth)
- [Change Impact Assessment Guide](#) (Less in-depth)



### STEP 3: Train your users

Gather your User Adoption and Rollout Team and review the Training Approach Guide to help plan Training curriculum the right way.

- [Training Approach Guide](#)



### STEP 4: Communication and measuring success

Use the following documents to establish your communication plan with end users and follow up with surveys once the system has been rolled out to help measure success.

- [Communication Plan and Schedule](#) (For communication)
- [Sample Surveys: Training and Rollout Survey](#) (For measuring success)