

GPS Insight Implementation Process

Deployment Plan Overview

Deployment Timeline

- GPS Insight requires:
 1. One day to receive and confirm Client's Vehicle/Asset Count by Location.
 2. One day to align with the most suitable 3rd Party Install Vendor.
 3. One day to review Implementation Requirements and Goals with the Client.
- Total minimum of 3 days to begin Installations.
- Duration is dependent on vehicle and site availability.
- Installers average 8–10 vehicles/day per install technician.

Deployment Process

1. Client provides Vehicle/Asset by Location List.
2. Onboarding & Implementation Meeting with Client, GPS Insight Staff, and 3rd Party Installer:
 - a. Identify deployment team members and site POCs.
 - b. Define communication and escalation paths.
 - c. Outline project expectations and availability windows.
 - d. Confirm workflow for scheduling and follow-ups.
 - e. Agree on access to vehicles, keys, and hardware.
 - f. Review system configuration and training schedule.
3. Client confirms install plan and training route.
4. Devices shipped to each location.
5. 3rd Party Installer confirms plan with Site Supervisor:
 - a. Provide arrival time and daily unit targets.

- b. Detail vehicle types and access procedures.
 - c. Define install method:
 - i. Assembly Line (with client support)
 - ii. After-Hours (no client support)
 - 6. Begin installations.
 - 7. Verify signal strength.
 - 8. Import vehicles into GPSI application.
 - 9. Schedule follow-ups for non-reporting vehicles.
 - 10. Conduct Deployment Assessment.
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Deployment Plan Details

First Installation Conference Call

- Participants: Sales Rep, Implementation Specialist, Onboarding Specialist, Client PM
- Topics:
 - Process overview
 - Hardware notes
 - Mounting requirements
 - Start date (min. 2 weeks after ship date)
 - Start location and per-vehicle time
 - Availability windows
 - Holiday conflicts
 - Technician count
 - Timeline planning
 - PPE and site restrictions
 - Indoor option for bad weather

- Installation type
- Time Study for non-standard installs
- Confirm install scope and shipment
- Time Study completed before second call

Installation Vendor Selection

- Implementation Specialist selects and coordinates with vendor
- Vendor receives Deployment Spreadsheet
- Builds efficient install route based on availability
- Specialist handles fulfillment and site communication

Second Installation Conference Call

- Hosted by Onboarding Specialist
- Confirm:
 - Client project roles and contacts
 - Vehicle list edit permissions
 - Communication preferences
 - Contact points for vehicle changes or delays
 - Project expectations and SOP compliance

Deployment Execution

Pre-Installations

- Vendor contacts Site 1–2 days before

Installations

- Techs arrive early
- Install per SOP or noted exceptions

Verifications

- Tech verifies real-time via Verification Weblink or Support

- Vendor sends daily updates

Registrations

- Devices registered during verification
- Implementation Specialist confirms accuracy

Updates

- Weekly status reports available upon request

Training

- Onboarding Specialist provides user training

End of Deployment

- Final review call with Client
 - Discuss outstanding vehicles
 - Present Installation and Service Request Outlines
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Follow-Up Deployment Outline

1. Create new Deployment Spreadsheet
 2. Client PM confirms:
 - Adjustments
 - Red (cancellations), Yellow (additions)
 - Hardware availability
 - Site/POC consistency
 3. Consolidate locations where possible
 4. Confirm vehicle access and schedules
 5. Proceed with follow-up installs
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Weekly Project Update Meeting

- What was completed last week?

- Issues and their resolutions
- Plan for upcoming week
- Check device inventory
- Additional questions or concerns

Account Setup

- User/Driver setup
- Admin training

Weekly Email Summary

- Recap call notes and highlight follow-ups
 - Note contract-impacting changes
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Training Plan Overview

Onboarding Kick-Off Call

- Portal configuration
 - Site Admin and access structure
 - Training Phase cadence and priorities
 - Feature configuration review
 - User/driver lists by location
 - Additional Record Type import requirements
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Training Phase Outlines

1. Site & Device Configuration

- Weekly onboarding calls
- Portal orientation
- Alert setup

- Org structure review
- Driver assignment and bulk import
- Post-trend configuration updates

2. User Roles & KPI Configuration

- Identify stakeholders
- Define metrics and reporting
- Design user roles
- Set up permissions and access
- Daily tasks and KPI tracking

3. Reporting & Workflow Configuration

- Unique process identification
- Alerts, dashboards, and data hygiene
- Executive KPI reporting groups
- Integration setup (e.g. fuel cards)

4. End User Documentation & Training

- Branch/Role-specific training schedule
- Feedback loop and refresher sessions
- Full adoption check and cadence planning

Training and Configuration Session Schedule

Session 1:

- Org structure
- Portal orientation
- Driveri/GPS walkthrough

Session 2:

- Bulk import review

- Metric and role setup

Session 3:

- Record ownership
- Hierarchy structure
- Role permissions and metrics

Session 4:

- Alerts/Dashboards
- Training plans
- Hygiene best practices

Session 5:

- Feedback review
- Adjustments
- Final training cadence sessions if ongoing

Session 6:

- KPI baseline
 - Bulk updates
 - Final success check-in with Customer Success Manager
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