

# Buy A&M – Implementation Planning

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## What's Next?

### 1. Gather your Core Team

The Core Team will drive the overall implementation and continued growth of Buy A&M for your campus. Recommended users for the Core Team include:

- a. Purchasing user(s) with decision making authority;
- b. AP user(s) with decision making ability;
- c. Trainers; and
- d. Security Administrators (if also provide training, will need to be involved throughout; otherwise, a special training will be held for these users)

### 2. Review Implementation Plan

TAMUS Project Support Team will be providing an Implementation Plan for all campuses to review and get started on the implementation.

### 3. Prepare for Training

There will be 3 types of training during the implementation; will need to identify locations for hands-on training:

- a. Core Team Training – begin the project by training the Core Team on Buy A&M to assist with their decision making for the rollout;
- b. Train-the-Trainer – training for the Trainers that will be rolling out to your campus training; and
- c. End User Training – Trainers will deploy training to all end users; the BAM Project Support Team will be available for support of the initial sessions.

### 4. Review Baseline Organizational Information

FAMIS will provide baseline information for your campus; the Core Team will be responsible for reviewing and enhancing:

- a. Users / User Roles;
- b. Department / Location; and
- c. Ship-To / Bill-To Addresses.

### 5. Prepare Vendor Catalogs

Begin reviewing vendor catalogs to upload to Buy A&M and/or configuration of G2B punch-out.