**V-Scan Extend Project Brief Document:**

**Project Goal:** The project goal is to perform on-site software upgrade on eligible handheld ultrasound devices within hospitals, clinics and pre hospital care. List of Client contact will be provided to Schedule visit for this upgrade

**Project description:** The project would require you to physically visit the hospitals/clinics & other point of care locations and work with the on-site custodian (Client) of these handheld ultrasound devices and perform software upgrades. There are multiple different ways in which this software package would be pushed to the device depending upon the current software version . You shall receive an upgrade package with tools required and instructions on how to perform the software upgrade upon bid award .

**Key steps involved to complete the project post bid award:**

1. Execute the contract

2. Receive upgrade kit in mail (Instructions, SD card and Pickit)

3. Schedule appointment with on-site contact on days of their convenience within 1-2 weeks. (Client contact designate will be shared)

4. Review readiness checklist before site visit

5. Go through the training and acknowledge training completion.

6. Call the site contact 24-48 hours in advance of appointment to confirm availability.

7. Visit the site on the day of appointment

8. Upgrade the device based on instructions provided in the kit.

9. Upload evidence of the work completion on the portal with signature from client.

10. Debrief the project with timesheet on Connect E platform.