



Required Documentation and Resources Guide



LENDINGFRONT

Table of Contents

Dedicated Resource	3
Required Documentation	4



Dedicated Resource

In order to ensure a successful implementation, it is important that you have the right team members involved. LendingFront recommends having a dedicated Project Manager assigned to the implementation. We recommend that the Project Manager has had experience in software/infrastructure implementation.

The Project Manager's responsibility is to plan, coordinate, oversee and document all aspects of the project. The Project Manager will work closely with Senior Management as well as all stakeholders (risk, sales, treasury, etc) involved in the LendingFront implementation. The Project Manager will ensure that the scope and direction of each project is on schedule and the appropriate team members are brought in as needed.

Other responsibilities for the Project manager will include the following:

- Lead prioritization with internal stakeholders
- Understand and coordinate dependencies
- Lead weekly stakeholder meetings



Required Documentation

Gathering the right documentation prior to the kickoff call is critical for the implementation. The required documentation that is needed is listed below.

- Logo
- Contact Information (Department, Phone, Email, Hours)
- Current Process Flow Chart
- Required and Custom Fields
- Email Notification Addresses
- Stipulations
- Decline Reasons
- Customer Reject/Withdrawal Reasons
- Closing Requirements
- Contract Samples
- Product Details