

# Appendix A

## Sample Implementation Task Schedule: Conversion of the Plan to the New Recordkeeper

Status	Task Description	Responsible Party	Comments
<b>PLAN DESIGN</b>			
<b><i>Legal Documents</i></b>			
	1 Deliver Welcome package to the Plan Sponsor	Recordkeeper	
	2 The Plan Sponsor and the Recordkeeper meeting to discuss plan design and conversion	Recordkeeper/Plan Sponsor	
	4 Deliver Service Agreement for execution	Recordkeeper	
	3 Complete New Client/Internet Questionnaire & return	Plan Sponsor	
	5 Deliver Plan Document, amendments, 5500s, det. letter, Board of Resolutions, etc. for plan	Plan Sponsor	
	6 Legal counsel review of Service Agreement	Plan Sponsor	
	7 Draft Client Information Summary (CIS) for review by the Plan Sponsor	Recordkeeper/Plan Sponsor	
	8 In-house/counsel review of provisions summarized in CIS	Plan Sponsor	
	9 Revised draft of Service Agreement to the Plan Sponsor	Recordkeeper	
	10 Identify plan changes and finalize plan design	Plan Sponsor	
	11 Finalize CIS and provide to Plan Sponsor	Recordkeeper	
	12 Sign Service Agreement & return to the Recordkeeper	Plan Sponsor	
	13 Review, approve, and execute plan document amendment	Plan Sponsor	
<b><i>Trustee</i></b>			
	1 Selection of trustee and notification to the Recordkeeper of selection	Plan Sponsor	
	2 Notify prior trustee of their termination	Plan Sponsor	
	3 Obtain Tax ID Number for the trust (TIN), if required	Recordkeeper	
	4 Deliver Trust Agreement for execution	Recordkeeper	
	5 Legal counsel review of Trust Agreement	Plan Sponsor	
	6 Revised draft of Trust Agreement to legal counsel	Recordkeeper	
	7 Sign Trust Agreement & return to the Recordkeeper	Plan Sponsor	
	8 Complete fund account & bank apps & send to trustee	Recordkeeper	
	9 Establish accounts at mutual fund houses and bank	Recordkeeper	
	10 Liquidate and/or transfer assets to new trustee	Recordkeeper	
<b><i>Investments</i></b>			
	1 Fiduciary seminar & investment meeting	Plan Sponsor/Consultant	
	2 Select investment options	Plan Sponsor	
	3 Approve defaults for existing balances & new contributions (if no election is made by part.)	Plan Sponsor	
	4 Deliver Investment Policy Statement	Consultant	
	5 Approve and sign final Investment Policy Statement	Plan Sponsor	
<b><i>Miscellaneous Plan Design Issues</i></b>			
	1 Identify members of Administrative Committee and/or Investment Committee	Plan Sponsor	
	2 Finalize decision-making structure and notify the Recordkeeper of structure	Plan Sponsor	

# Appendix A (con't)

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<b>COMMUNICATION</b>			
1	Draft announcement memo to the Plan Sponsor participants & provide to the Plan Sponsor	Recordkeeper	
2	The prior recordkeeper provides census data to the Recordkeeper	PRIOR RECORDKEEPER	
3	Announcement memo to the Plan Sponsor participants approved	Plan Sponsor	
4	Determine print quantity for all communication materials	Recordkeeper/Plan Sponsor	
5	Announcement memo to the Plan Sponsor participants sent to printer	Recordkeeper	
6	Announcement memo to the Plan Sponsor participants mailed to home addresses	Recordkeeper	
7	Draft communication materials to the Plan Sponsor for review	Recordkeeper	
8	Revisions to communication materials to the Recordkeeper	Plan Sponsor	
9	Final approval of communication materials	Plan Sponsor	
10	Communication materials sent to printer	Recordkeeper	
11	Communication materials back from printer	Recordkeeper	
12	Mail communication materials to locations OR homes	Recordkeeper	Includes notice of blackout
13	Mail communication materials to terminated participants with balances	Recordkeeper	
14	On-site meetings at major locations	Recordkeeper	
15	Send extra communication materials (for stock) to the Plan Sponsor	Recordkeeper	
16	Deadline to select initial investments and deferral percentage/enroll (form deadline)	Plan Sponsor	
17	Communicate salary deferral percentages to payroll	Recordkeeper	
18	Communicate deferral and investment elections to participants	Recordkeeper	
19	Communicate exchange detail, PINs and web passwords to participants	Recordkeeper	
<b>INTERNET ACCESS</b>			
1	Communicate participant and plan sponsor passwords to test group (sites go live)	Recordkeeper	
2	Contribution and Investment selection/Enrollment website goes live	Recordkeeper	
3	The Plan Sponsor's website goes live	Recordkeeper	
4	Participant website goes live	Recordkeeper	

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Status	Task Description	Responsible Party	Comments
<b>TRANSFER OF RECORDS AND ASSETS</b>			
1	Provide the Recordkeeper with copy of prior recordkeeper termination letter	Recordkeeper	
2	Provide the Recordkeeper with updated list of payroll centers, contacts & location codes	Plan Sponsor	
3	Provide prior recordkeeper with conversion data request	Recordkeeper	
4	Provide each payroll center with list of data required & sample layout	Recordkeeper	
5	Discuss with prior recordkeeper their valuation process & timing	Recordkeeper	
6	Request test tape of participant data from prior recordkeeper	Recordkeeper	
7	Evaluate test tape and identify issues, if any	Recordkeeper	
8	Resolve issues identified by the test tape	Recordkeeper	
9	Prepare timeline for plan conversion	Recordkeeper	
10	Participant balances at prior recordkeeper frozen for investment transfers	PRIOR RECORDKEEPER	<b>Blackout begins</b>
11	Participant withdrawals from prior recordkeeper are frozen	PRIOR RECORDKEEPER	
12	Receive Quarter End valuation from prior recordkeeper	Recordkeeper	
13	Quarter End balances loaded onto recordkeeping system and reconciled	Recordkeeper	
14	Liquidation of 100% of the Plan Sponsor assets	Recordkeeper	
15	Invest participant balances into new funds	Recordkeeper	
16	Final conversion of plan - Blackout ended	Recordkeeper	<b>Blackout ends</b>
<b>PLAN ADMINISTRATION</b>			
1	Determine processing timelines for distributions	Recordkeeper/Plan Sponsor	
2	Determine timeline for communicating salary deferral changes	Recordkeeper/Plan Sponsor	
3	Establish procedures/process for address updates	Recordkeeper/Plan Sponsor	
4	Establish procedures/process for updating census termination dates	Recordkeeper/Plan Sponsor	
5	Provide test payroll data file to the Recordkeeper	Plan Sponsor	