

XYZ, Inc. Transition Timeline

Section	Start Date	Length	Notes
<i>Business Planning</i>			
		90 days	
Business planning process start	4/21/2008		
Outline Advisor's vision	4/21/2008		
Visit with Advisory staff about their vision for themselves and company	5/13/2008		
Set goals for Advisor	5/5/2008		
Set goals for FocusPoint	5/5/2008		
Set goals for existing Advisory staff	5/12/2008		
Outline vision timeline	5/13/2008		
Hire and/or replace any staff	6/30/2008		
Define each staff person's enhanced roles and responsibilities	6/30/2008		
Business planning complete	6/30/2008		
<i>IT Services</i>			
		60 days	
IT process start			
Evaluation of current office	4/21/2008		
Conversion of CRM database to Advent APX	5/31/2008		
Portfolio reporting (Axys) conversion	5/31/2008		
Software, hardware and internet access evaluation	4/21/2008		
Email service	6/30/2008		
Scanner compatibility	4/21/2008		Upgrade 2 scanners
Upgrade any hardware needed	5/30/2008		Recommend updating 4 work stations
IT process complete	6/30/2008		
<i>Investment Process</i>			
		15 days	
Investment process start	4/30/2008		
Design XYZ's investment philosophy	5/15/2008		
Valuation and style analysis	5/15/2008		
Overall portfolio weightings and investment selection	5/15/2008		
Sell discipline	5/15/2008		
Design weekly portfolio reports	5/15/2008		
Establish monthly advisor meetings	5/15/2008		
Design XYZ's portfolio presentations	5/15/2008		
Investment process complete	5/15/2008		

Web Infrastructure

5 days

Web infrastructure start	5/30/2008
Website service and hosting	5/30/2008
Internal database website	5/30/2008
Invoicing to Advisor	5/30/2008
Web infrastructure complete	5/30/2008

Client Transition Plan

15 days

Client prioritization (and grouping)	5/31/2008
Timeline of each group	6/15/2008
Development of message to clients	6/15/2008
Client letter	6/15/2008
Client meetings	7/15/2008
Client phone calls	7/15/2008
Plan of delivering paperwork to clients	6/15/2008

Account Transfer Process

90 days

Account transfer process start	7/1/2008
Account setup	7/1/2008
Breakdown of assets and custodians	5/15/2008
Custodian paperwork completed by FocusPoint	6/15/2008
Portfolio construction (special assets) with FocusPoint investments team	6/30/2008
Cost basis information	9/30/2008
Account transfer process complete	9/30/2008

Compliance

30 days

Compliance process start	5/12/2008
ADV review	5/12/2008
Broker/dealer compliance	6/1/2008
New ADV with SEC manuals	6/15/2008
Wealth management agreement	6/15/2008
Investment policy statements	5/19/2008
Review E&O	6/1/2008
Compliance process complete	6/15/2008

Marketing Support

Marketing support process start	6/1/2008	15 days
Review of all marketing materials	6/15/2008	
Presentations	6/15/2008	
Marketing support process complete	6/15/2008	

Practice Management

Practice management process start	5/15/2008	90 days
Working with a new client	5/15/2008	
Working with an existing client	6/15/2008	
Client mailings (what and when)	6/15/2008	
Determining what allocation for client	6/15/2008	
Follow up with client after assets transfer in	7/30/2008	
Practice management process complete	7/30/2008	

Virtual Office Training

Virtual office training start	6/15/2008	15 days
OASIS (Advent APX, Axys, LaserApp)	6/15/2008	
Laserfiche	6/20/2008	
Initial virtual office training complete	6/30/2008	

Billing process

Family billing	8/1/2008	60 days
Billing report review	8/15/2008	
Changes to billing	8/15/2008	
Billing statements	9/30/2008	
Fees paid	10/15/2008	
Invoice review	10/15/2008	

Transition Evaluation

10/15/2008 **Open**