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After you decide to make Cisco Unified MeetingPlace a key component of your conferencing strategy, it is then time to roll out Cisco Unified MeetingPlace to your employees with the Rapid Adoption Plan (RAP). RAP is a five-step plan to introduce users to Cisco Unified MeetingPlace, train them on the system, and get them using it. The goal of RAP is to get employees throughout your organization up and running on Cisco Unified MeetingPlace within two weeks.

This chapter describes RAP and includes worksheets toward its implementation, and contains the following sections:

- [RAP: Five Steps to Collaboration](#)
- [RAP Worksheets](#)

If someone other than you is responsible for introducing Cisco Unified MeetingPlace to your organization, give that person the information in this chapter.