

SARS/eSARS Phase II Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Texting/SARS message installation eAdvising installation	*10/31/2012	Texting functionality testing result SARS Message installed and configured eAdvising installed and configured	
Kiosk installation –Foothill P/E	*10/31/2012	Installation completed Application loaded	
Kiosk installation –De Anza Student Resource Center De Anza Student Success Center	11/1/2012	Installation completed Application loaded	
eAdvising pilot division review meeting	**11/13/2012	Participant list Schedule Key objective review Meeting minutes	
De Anza Transfer Center with eSARS	*11/14/2012	Specification ready for review	
De Anza Student Success Center Specification	11/15/2012	Specification reviewed Issue list identified	
Foothill P/E progress review eAdvising pilot progress review	*11/21/2012	Meeting minutes Check list for test run	
Texting and SARS Messaging test run De Anza Resource Center go live review eAdvising pilot progress review	*11/28/2012	Meeting minutes Punch list Meeting minutes	
Foothill P/E test run	11/30/2012	Punch list	

De Anza Resource Center SARS TRAK in Production	11/30/2012	Meeting minutes Punch list	
eAdvising pilot with one Department	11/30/2012	Draft operating procedure Test document	
College web team meeting Review update process and responsibility to eSARS and web site	*12/5/2012	Meeting minutes <u>Special invite attendance list</u>	
Texting/SARS Message Testing / review meeting	*12/12/2012	Punch list items update Meeting minutes	
De Anza Student Success Center Solution review meeting	*12/12/2012	Review minutes Check list	
eAdvising pilot in production	*12/12/2012	Punch list Meeting minutes	
eAdvising post go live review	*12/19/2012	Updated punch list Meeting minutes	
De Anza Student Success Center Final review Web site/My Portal link review- both colleges web teams	**1/3/2013	Updated punch list Meeting minutes <u>Special invite attendance list</u>	
Foothill P/E in production with SARSTRAK	1/7/2013	Punch list	
Foothill P/E post go live review	*1/9/2013	Updated punch list Meeting minutes	
De Anza Student Success Center In production	*1/16/2013	Punch list Meeting minutes	
ARGOS Report in production	*1/16/2013	Data block in production User training documentation	
Project documentation De Anza Student Success Center post go live review	*1/16/2013	On line documentation ready Department SOP questionnaire distributed Meeting minutes	

Phase II completion	*1/23/2013	Department SOP on line Project phase II completion Support responsibility and process	
Post Phase II meeting	*4/16/2013	Meeting minutes	

- * regular scheduled weekly meeting
- ** special scheduled meeting

This list is for major milestones of the project, it does not include to-dos, task lists and individual assignments, these will be discussed and evaluate in weekly project meetings.

Progress bar will indicate where actual task progression against target completion date.

Project will be updated every Thursday afternoon.