



Chien Shih

Subject: ID Card - ePrint Implementation Project team meeting
Location: D260

Start: Wed 5/22/2013 2:30 PM
End: Wed 5/22/2013 4:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs on Wednesday every other week from 2:30 PM to 3:30 PM effective 5/22/2013 until 7/3/2013. There are 4 more occurrences.

Meeting Status: Meeting organizer

Organizer: Chien Shih
Required Attendees: Hector Quinonez; Pat Hyland; John Cognition; Dennis Shannakian; Pam Wilkes; Tom Dolen; Trung Thai; Linda Robinson; Sharon Luciw; Joe Lampo; Thomas Roza; Susan Malmgren; Matt Rapczynski; Jerrick Woo; John Vandercook; Ryan Anthony; Paul Starer; Kari Elliott; Joe Moreau
Optional Attendees: Kurt Hueg; Denise Swett; Letha Jeanpierre; Kevin McElroy; Ronald Levine; Ray Taylor; Lisa Hocevar
Resources: FH D260

Updated the project web site link below for our May 22nd meeting, - Chien 5/20/13

Dear all:

Agenda for 5-22-2013

1. Team charge
2. Review project web site
 - a. Hand out
 - b. approval
3. Discuss project plan and milestones
 - a. Hand out
 - b. Approval
4. Review printer deployment
 - a. Current location
 - b. 1st round discussion – future location
5. Activities last week
 - a. Contracts
 - b. Walk through
6. Communication
 - a. Initial announcement
 - b. Pilot testing announcement

c. Deploy and go live announcement

7. Training

We will provide CCConfer for vendor representatives to dial in to the conference

Appreciate everyone's participation and support,



FOOTHILL DE ANZA

ID Card Project

Project Goals and Objectives

- Convert current chip based card to magnetic strip card by Fall 2013
- Decouple print function from the card operation
- Provide web based printing solution to both campuses

Project Scope

- Click [here](#) for details.

Critical Success Factors

1. On time delivery of equipment.
2. Seamless integration of card and printing operations with Banner.
3. Accuracy of the card database and student account balance.
4. Fast turnaround time for card production.
5. Fast turnaround time for printing.
6. Ease of use.
7. Network uptime and support.

User Training Materials

Project FAQs (will be link)

- Check back often for updates to FAQs.

Project Team Organization

- [Implementation Team](#)
- [Steering Committee](#)

Key Milestones

- Project Progress Implementation Milestones

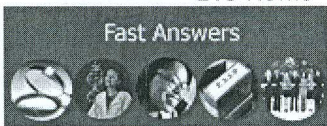
Implementation Schedule

- Project Implementation Schedule.

Project Meeting Information

Meeting Dates	Agenda	Minutes	Action Items	Announcements
Kick-Off Mtg February 27, 2013	Agenda	Minutes		
ID Card Vendor Decision Meeting May 8, 2013	Agenda	Minutes		
May 22, 2013				
June 5, 2013				
June 19, 2013				

Search



July 3, 2013				

Last Updated: Monday, May 20, 2013 at 1:36:02 PM

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ID Card and Print Project Scope

Phase I – Completed by Fall 2013.

- Deploy web based printing to 12 sites of both colleges.
- Set up ID card shops for both colleges.
- Convert chipnet database to Banner, start issue new cards to student Sept. 1, 2013.

Phase II – Completed by end of 2013.

- Deploy to limited pilot sites for student kiosk information inquiry.
- Provide one pilot site for SAR/eSARS login authentication.
- Web based printing (mobile devices).

Phase III – Completed by spring 2014.

- Roll out kiosk applications to both campuses.
- Expand pay for print functions to both De Anza and Foothill College as needed.

**ID card and Pay to Print
Key Project milestone dates**

Key project milestone	Completion date	Completion check list	Progress Bar
Project team kick off meeting	2/27/2013	<ul style="list-style-type: none"> • meeting minutes • vendor presentation and recommendation 	
Final selection of ID card vendor team review	5/8/2013	<ul style="list-style-type: none"> • Meeting minutes 	
Select vendor for implementation of ePrint	5/8/2013	<ul style="list-style-type: none"> • vendor selection recommendation 	
ID card vendor campus walk through	5/17/2013	<ul style="list-style-type: none"> • Location walkthrough checklist 	
Implementation team meeting First team meeting	5/22/2013	<ul style="list-style-type: none"> • Initial mapping of the new printer location • Pilot test schedule review • Communication plan review • Key milestones review (this plan) 	
Complete ID Card vendor campus walkthrough for both colleges - equipment list review	5/24/2013	<ul style="list-style-type: none"> • Detail equipment list • Campus review and approve of the list • Meeting minutes 	
Final review of the ID card print shop equipment for both colleges	5/29/2013	<ul style="list-style-type: none"> • Equipment list confirmation 	
Team meeting: 1. ID card equipment order list contract review. 2. ePrint equipment order list and contract review.	6/5/2013	<ul style="list-style-type: none"> • Meeting minutes 	
Contract and Purchase Requisition signed for ID card Equipment ordered	6/6/2013*	<ul style="list-style-type: none"> • Purchase requisition 	
Contract and Purchase requisition signed for ePrint equipment Equipment ordered	6/7/2013	<ul style="list-style-type: none"> • Signed and approved purchasing requisition 	
ID card technical functional	6/10/2013	<ul style="list-style-type: none"> • Kick off meeting 	

Key project milestone	Completion date	Completion check list	Progress Bar
specification starts		<ul style="list-style-type: none"> • Banner interface discussion • Application interface discussion 	
ePrint deploy locations finalized Team meeting	6/12/2013	<ul style="list-style-type: none"> • Team meeting minutes • Review ePrint final deployment location map • Facility and network requirements to support ePrint deployment finalized • Work order for ePrint requirements issued to facility and network group (if any) 	
1 st review of ID card technical specification to Banner and ePrint	6/19/2013	<ul style="list-style-type: none"> • Draft of technical specification 	
2 nd review of ID card technical specification to Banner and ePrint	6/26/2013	<ul style="list-style-type: none"> • Revised technical specification • Team decision of pilot testing location for both colleges • Communication for pilot testing ready for posting 	
Integration of ID card /Banner/ePrint starts	6/27/2013	<ul style="list-style-type: none"> • Prototype coding starts 	
ID Card vendor equipment delivered.	7/6/2013	<ul style="list-style-type: none"> • Equipment receiving list 	
ePrint pilot test equipment delivered. Team meeting review of deployment for Pilot testing.	7/10/2013	<ul style="list-style-type: none"> • Meeting minutes • Pilot testing check list 	
Pilot test starts	7/22/2013	<ul style="list-style-type: none"> • Meeting minutes 	
Team meeting review pilot testing	7/24/2013	<ul style="list-style-type: none"> • Meeting minutes 	
Pilot test ends Team review of pilot testing results	7/31/2013	<ul style="list-style-type: none"> • Punch list 	
Final review of ID card technical interface to Banner and ePrint specification	7/31/2013	<ul style="list-style-type: none"> • Banner interface technical specification published • Team meeting to review initial ePrint go live locations • Communication for September go live ready for posting 	
ePrint printers and AIO release stations deployed	7/31/2013	<ul style="list-style-type: none"> • ePrint printers deployed to designated locations 	
Training materials for ID card /ePrint starts (FAQ, Documentation, video)	8/1/2013	<ul style="list-style-type: none"> • FAQ • Video • User training material 	

Key project milestone	Completion date	Completion check list	Progress Bar
Code review of ID card and Banner integration	8/7/2013	<ul style="list-style-type: none"> Code review. Technical review of coding progress Demo of application progress 	
ID Card/ePrint 2 nd Pilot testing starts	8/12/2013	<ul style="list-style-type: none"> Test candidate list (CWID for student population) Test plan (card activation for print, printing and card operations) 	
ID card ePrint 2 nd Pilot testing ends	8/19/2013	<ul style="list-style-type: none"> Punch list 	
Project team meeting	8/21/2013	<ul style="list-style-type: none"> Team review of testing results Review training materials 2nd communication of September go live to public 	
Project team meeting	8/28/2013	<ul style="list-style-type: none"> Review Go Live readiness Review training materials 	
Technical specification for Phase II starts	9/3/2013	<ul style="list-style-type: none"> Technical specification for ID card dashboard project 	
ID card production go live	9/3/2013	<ul style="list-style-type: none"> Walkthrough and user acceptance 	
Selected ePrint locations go live	9/9/2013	<ul style="list-style-type: none"> Walkthrough and user acceptance 	
Project team meeting	9/11/2013	<ul style="list-style-type: none"> Review ePrint go live status Review go live preparation for the remaining ePrint locations 	
ePrint go live	9/30/2013	<ul style="list-style-type: none"> Walk through and user acceptance 	
Shut down of Chipnet and Go Print	9/30/2013	<ul style="list-style-type: none"> decommission of legacy system and equipment 	
Phase I completion review meeting	10/2/2013	<ul style="list-style-type: none"> Review punch list item Review bug list 	
Project stabilization for phase I	10/9/2013	<ul style="list-style-type: none"> Bug fix and post go live support 	
Phase I project ends	10/16/2013	<ul style="list-style-type: none"> Phase I project ends Post support procedures on line Completion sign off 	
Phase II project starts Kick off meeting	10/16/2013	<ul style="list-style-type: none"> Review Phase II project objective Review technical specification for phase II 	

ID CARD AND PAY TO PRINT PROJECT PROJECT CALENDAR

2013

JANUARY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

M	T	W	T	F	S	S
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MARCH

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APRIL

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29	30					

MAY

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13	14	15	16	17	18	19
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27	28	29	30	31		

JUNE

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JULY

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29	30	31				

AUGUST

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26	27	28	29	30	31	

SEPTEMBER

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23	24	25	26	27	28	29
30						

OCTOBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

M	T	W	T	F	S	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

M	T	W	T	F	S	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Team meeting date - shaded, check your outlook calendar for most current information
Holidays - colored red

Critical milestone

July 22, 2013 - ID card/ePrint Pilot test starts

July 30, 2013 - ID card /ePrint Pilot test ends

September 3, 2013 - Card production at both colleges

PayStation	Total Jobs	Total Pages	Average Pages Per Job	Printed Pages	Deleted Pages	Free Pages	2011-2012
DALIBIL	37303	114403	3.07	102850	11553	0	
FHMCTR	35364	134876	3.81	119601	15275	0	
DALA102	15501	42857	2.76	39126	3731	0	
DALIB	28493	87060	3.06	79207	7853	0	
FHKCI2	2525	8505	3.37	7564	941	0	
DAOML2	2331	5116	2.19	2648	2468	0	
DAOML	78272	250349	3.20	224191	26158	0	
FHBIOLABGP	190	330	1.74	305	25	0	
FHIDEA	528	1101	2.09	836	265	0	
FHLIB	45317	167139	3.69	157356	9783	0	
DALA103	8796	21120	2.40	16779	4341	0	
FHKCI1	1631	6070	3.72	5407	663	0	
Totals	256251	838926	3.27	755870	83056	0	

PayStation	Total Jobs	Total Pages	Average Pages Per Job	Printed Pages	Deleted Pages	Free Pages	2010-2011
DALIBIL	46224	140718	3.04	126327	14391	0	
FHMCTR	40316	141370	3.51	126827	14543	0	
DALA102	17115	46936	2.74	42965	3971	0	
DALIB	21368	68658	3.21	63440	5218	0	
FHKCI2	5522	21139	3.83	17550	3589	0	
DAOML2	2873	5949	2.07	3329	2620	0	
DAOML	77790	242363	3.12	207686	34677	0	
FHBIOLABGP	284	512	1.80	435	77	0	
FHIDEA	545	1228	2.25	788	440	0	
FHLIB	32852	117988	3.59	106881	11107	0	
DALA103	10621	25321	2.38	20591	4730	0	
FHLARTS	40	98	2.45	72	26	0	
FHKCI1	1519	4708	3.10	3972	736	0	
Totals	257069	816988	3.18	720863	96125	0	

PayStation	Total Jobs	Total Pages	Average Pages Per Job	Printed Pages	Deleted Pages	Free Pages	2009-2010
DALIBIL	52777	153392	2.91	137530	15862	0	
FHMCTR	40533	154310	3.81	130722	23588	0	
DALA102	17441	44902	2.57	40039	4863	0	
DALIB	23089	71757	3.11	66136 ^a	5621	0	
FHKCI2	5926	19084	3.22	16717	2367	0	
DAOML2	1952	4010	2.05	1846	2164	0	
DAOML	65443	193368	2.95	166955	26413	0	
FHBIOLABGP	129	272	2.11	244	28	0	
FHIDEA	820	1678	2.05	1205	473	0	
FHLIB	20412	75054	3.68	66384	8670	0	
DALA103	11363	27785	2.45	23344	4441	0	
FHLARTS	3683	9942	2.70	8398	1544	0	
FHKCI1	1583	5394	3.41	4567	827	0	
Totals	245151	760948	3.1	664087	96861	0	

Middle field x1

FOOTHILL COLLEGE
 12345 El Monte Road
 (Off Interstate 280)
 Los Altos Hills, CA 94022-4599
 www.foothill.edu
 (650) 949-7777

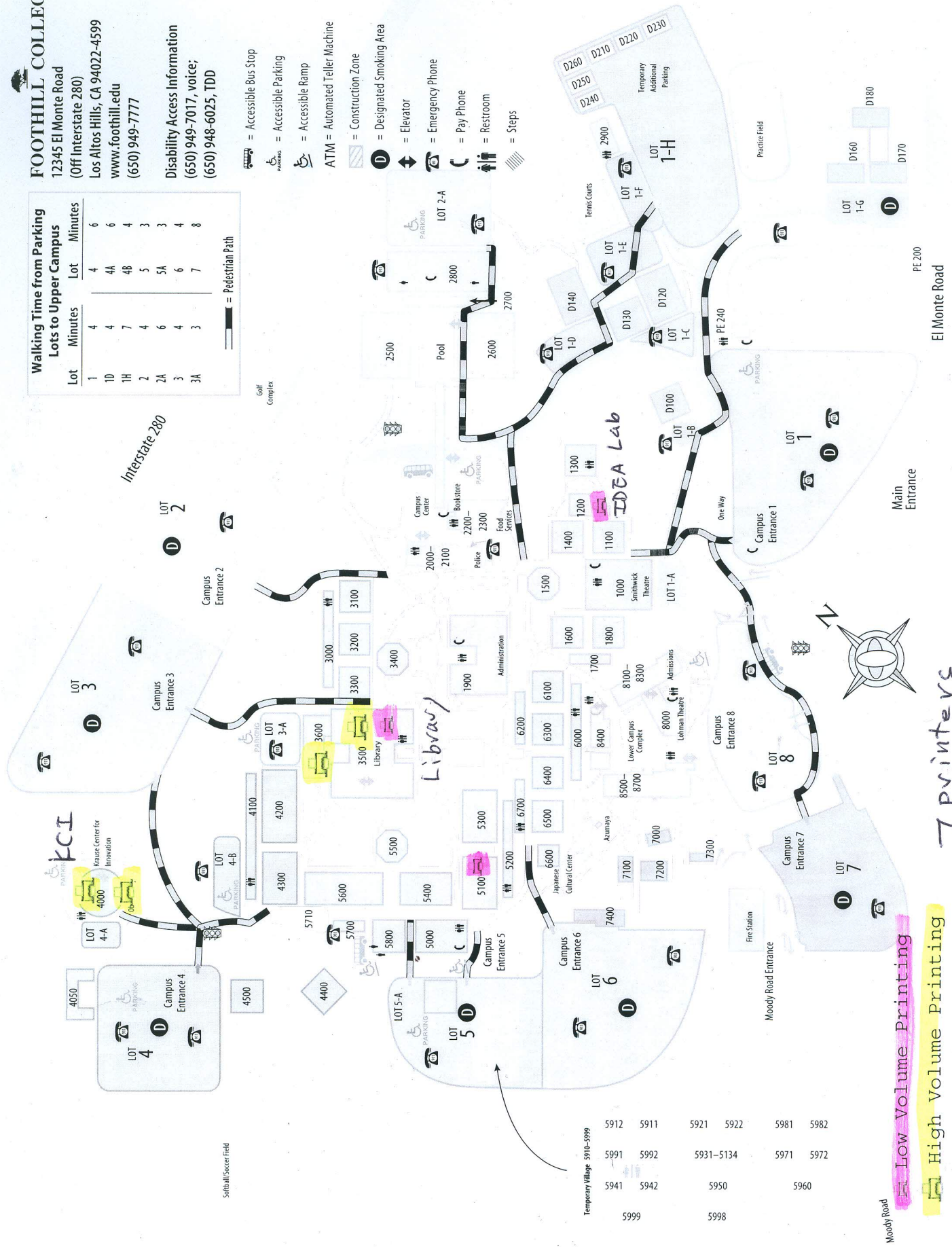
Disability Access Information
 (650) 949-7017, voice;
 (650) 948-6025, TDD

Walking Time from Parking Lots to Upper Campus

Lot	Minutes	Lot	Minutes
1	4	4	6
1D	4	4A	6
1H	7	4B	4
2	4	5	3
2A	6	5A	3
3	4	6	4
3A	3	7	8

— = Pedestrian Path

- = Accessible Bus Stop
- = Accessible Parking
- = Accessible Ramp
- = Automated Teller Machine
- = Construction Zone
- = Designated Smoking Area
- = Elevator
- = Emergency Phone
- = Pay Phone
- = Restroom
- = Steps



Temporary Village 5910-5999

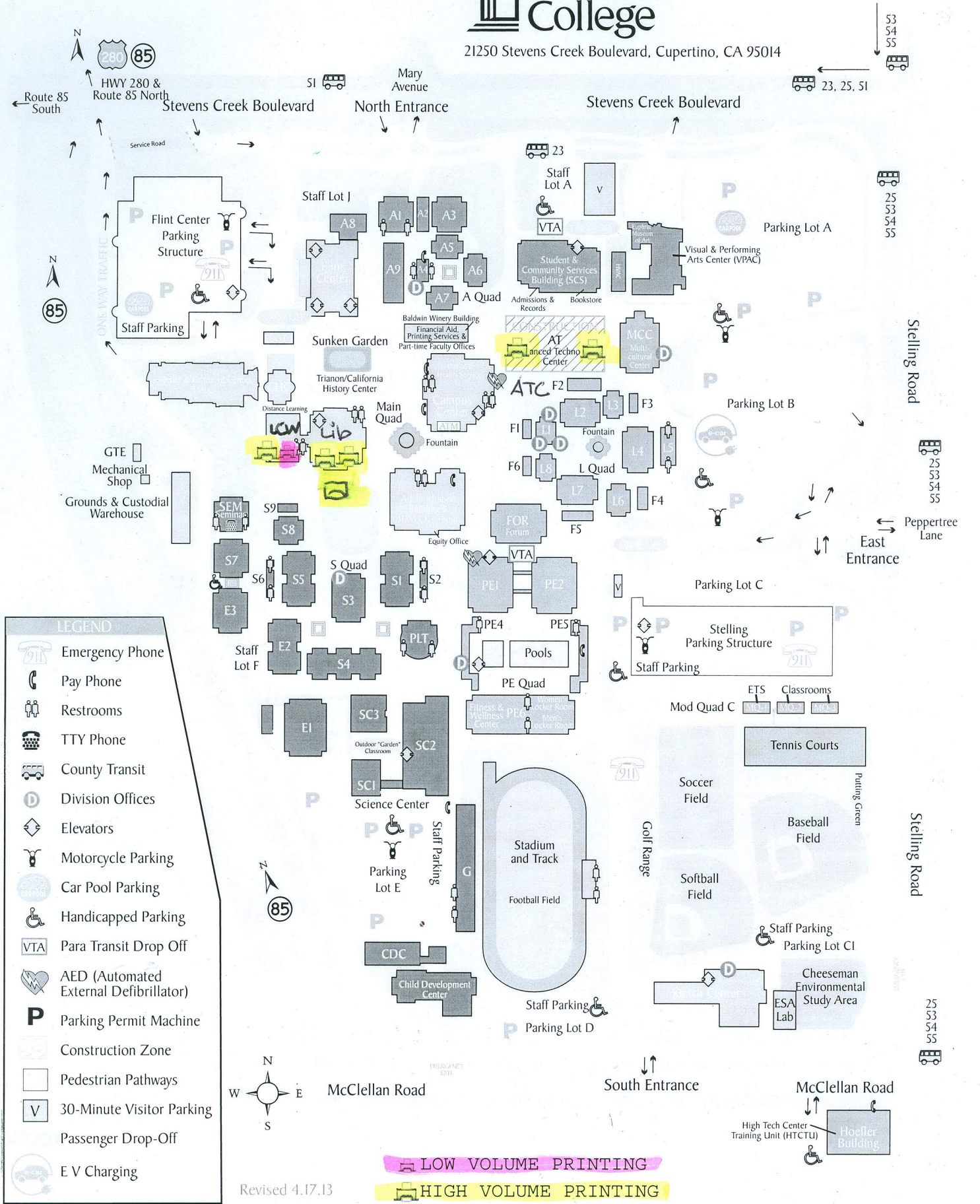
5912	5911	5921	5922	5981	5982
5991	5992	5931-5134		5971	5972
5941	5942	5950		5960	
5999		5998			

Low Volume Printing
 High Volume Printing

7 printers
 1 Middle field

DeAnza College

21250 Stevens Creek Boulevard, Cupertino, CA 95014



LEGEND

- Emergency Phone
- Pay Phone
- Restrooms
- TTY Phone
- County Transit
- Division Offices
- Elevators
- Motorcycle Parking
- Car Pool Parking
- Handicapped Parking
- Para Transit Drop Off
- AED (Automated External Defibrillator)
- Parking Permit Machine
- Construction Zone
- Pedestrian Pathways
- 30-Minute Visitor Parking
- Passenger Drop-Off
- E V Charging

Revised 4.17.13

LOW VOLUME PRINTING

HIGH VOLUME PRINTING

7 PRINTERS

53
54
55

23, 25, 51

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25
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