

ID card / Pay to print Project Steering Committee Agenda

August 14, 2013

Project Status

1. ID card production stations are in place at three locations (FH, DA, Middlefield)
2. Card production template is set up and college personnel trained
3. ePrint equipment has been delivered and set up at most of the designated locations
4. ePrint equipment has been configured and ready for further testing
5. Complete first phase of the pilot testing of the ID card and print integration
6. Project is entering the final phase of delivery to both colleges
 - a. Card production go live on September 3rd
 - b. Print production go live on September 30th

Challenges

1. Print driver for all the Labs has not been refreshed yet, the vendor is late in delivery
2. Lab Proctor/supervisor orientation needs to happen before the fall quarter starts
3. Printing fee for B/W needs to be finalized by both colleges (current proposal is \$0.15/page)
4. Additional testing needs to be performed before September 30th printing go live date
5. Both colleges and District need to communicate and manage the upcoming changes
 - a. Information needs to get out to students of the new printing solutions
 - b. Carding event for new card to students need to be scheduled
 - c. Technical and operational support policy needs to be in place
 - d. Refund authorization and cash receipt policy needs to be finalized

Recommendation

1. Push the vendor to deliver the driver for installation; prepare the process to install driver manually to all the lab machines as a backup plan
2. Prepare an orientation session before fall quarter starts
3. Send messages out to students through different college channel by both colleges
4. Set up additional meetings to discuss the refund and cash intake process between colleges and district
5. Set up additional Steering Committee meetings to provide oversight and guidance to the project
6. Schedule the card production event before September go live date for ID card, provide additional card production equipment to handle the volume of students may need this service
7. Schedule one more test session before printing go live