

ClockWork Project

Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Project team kick off meeting	12/12/2013	<ul style="list-style-type: none"> • meeting minutes • Review project schedule, scope, key milestones 	
Finalized the PR and vendor support	12/19/2013	<ul style="list-style-type: none"> • Buy list 	
Provision hardware server equipment (virtual)	1/9/2014	<ul style="list-style-type: none"> • Virtual server in L7 	
Work session with TechnoPro Conference call	1/16/2014	<ul style="list-style-type: none"> • Define server installation requirements • SQL server, IIS, and SSO integration • Meeting minutes 	
Configure virtual server instance for ClockWork	1/23/2014	<ul style="list-style-type: none"> • Exchange calendar sync • Banner data sync • Communication plan review • Key milestones review (this plan) 	
Board approval of purchase, PO issued to TechnoPro		<ul style="list-style-type: none"> • Board approved 3/3/2014 • PO issued on 5/21/2014 	
Conference call with Clockwork	6/19/2014	<ul style="list-style-type: none"> • Introductions, Overview of project 	
Conference call with Clockwork Technical Configuration	6/26/2014	<ul style="list-style-type: none"> • Requirements for installation 	
Project team meeting with TechnoPro; kick off of the technical configuration session.	7/8/2014	<ul style="list-style-type: none"> • Review of project charter (scope, member list, and schedule). • Campus review and approve of the list • Meeting minutes 	
Technical configuration session with TechnoPro (status check) Technical team meeting	7/30/2014	<ul style="list-style-type: none"> • Progress report and task list • Campus review of the list • Meeting minutes 	
Project team meeting	8/19/2014	<ul style="list-style-type: none"> • Project team meeting minutes • Delivery of configuration documents to Technopro from colleges 	
Project team meeting	8/25/2014	<ul style="list-style-type: none"> • User documentation • User training materials • Department operating and support 	

Key project milestone	Completion date	Completion check list	Progress Bar
		procedures	
Project team meeting	9/17/2014	<ul style="list-style-type: none"> Meeting minutes Configuration progress review with both colleges 	
Project team meeting	9/23/2014	<ul style="list-style-type: none"> Test environment, login procedure review Determine date/time for two test sessions Final vendor configuration review before system delivery 	
Technopro system configuration ends	9/30/2014	System is configured for three departments and two colleges based on the configuration work sheets (provided by both colleges)	
Clockwork on-site training	10/13/2014	<ul style="list-style-type: none"> Training materials Onsite training room reservation (D270) Logistics (equipment, arrival) 	
Team meeting 1 st pilot testing starts	10/28/2014	<ul style="list-style-type: none"> Pilot testing student list Setup of testing environment Document procedures for testing 	
Team review of first pilot test fixes	11/4/2014	<ul style="list-style-type: none"> Team meeting minutes Updated punch list 	
Team meeting /status of fix of 1 st pilot testing	11/11/2014	<ul style="list-style-type: none"> Review fixed issues of 1st pilot testing. Schedule 2nd pilot test sample student list 	
2 nd Pilot testing starts	12/2/2014	<ul style="list-style-type: none"> 2nd pilot testing starts 	
2 nd Pilot test ends	12/9/2014	<ul style="list-style-type: none"> Punch list Meeting minutes 	
Project team meeting	12/16/2014	<ul style="list-style-type: none"> Team review of fixed issues Review training materials communication of system go live to public review 	
Project team meeting	12/19/2014	<ul style="list-style-type: none"> Review Go Live readiness Review training materials 	
Project go Live	12/22/2014	<ul style="list-style-type: none"> Project go live 	
Post go live review meeting	01/13/2015	<ul style="list-style-type: none"> Feedback Bug list Meeting minutes 	
Post go Live review meeting	01/20/2015	<ul style="list-style-type: none"> Feedback Bug list Meeting minutes 	

Key project milestone	Completion date	Completion check list	Progress Bar
Post go live review meeting	02/03/2015	<ul style="list-style-type: none"> • Feedback • Bug list • Meeting minutes 	
Phase I project ends	02/17/2015	<ul style="list-style-type: none"> • project ends • Post support procedures on line • Completion sign off 	