

TouchNet Installment Plan Key Project Milestone Dates

Key project milestone	Completion date	Completion check list	Progress Bar
Project Kick off	6/10/2013	<ul style="list-style-type: none"> • Kick off packet • Meeting minutes 	
Distribute TouchNet data gathering guide to FHDA	6/13/2013	<ul style="list-style-type: none"> • Data gathering guide for technical team • Data gathering for functional team 	
Start configuration of technical interface between FHDA and TouchNet Data Center	6/13/2013	<ul style="list-style-type: none"> • Engage of TouchNet technical consultant • Configuration plan 	
Conference call with TouchNet consultants	6/19/2013	<ul style="list-style-type: none"> • Meet consultants • Role and responsibility definition • Meeting minutes 	
Complete of the technical configuration	7/5/2013	<ul style="list-style-type: none"> • Test and production incidence • Certification and transfer to functional user 	
Prepare test incidence for training	7/8/2013	<ul style="list-style-type: none"> • Ready the test environment for training by TouchNet consultant and FHDA system team • D270 readiness for training 	
TouchNet installment plan training	7/9/2013 – 7/11/2013	<ul style="list-style-type: none"> • On site or remote training • Training schedule and logistics setup • D270 reservation 	
Initial configuration team testing	7/18/2013 – 7/26/2013	<ul style="list-style-type: none"> • Integration testing with Portal • Single sign on • Team functional alpha testing 	
Student beta testing by students and staff	7/29/2013 – 8/9/2013	<ul style="list-style-type: none"> • Students participation list • Test plan and test result • Punch list of issues 	
Review of go live plan	8/12/2013	<ul style="list-style-type: none"> • Review punch list • Review readiness 	
Migration to production incidence	8/13/2013 – 8/22/2013	<ul style="list-style-type: none"> • Configuration of the production incidence to match test 	

		<ul style="list-style-type: none"> • Test of the production incidence • Punch list of issues 	
Review Production punch list	8/29/2013	<ul style="list-style-type: none"> • Review punch list • Address final go live issues • Meeting minutes 	
Project go live	9/4/2013	<ul style="list-style-type: none"> • Team agreement to go live • Meeting minutes 	
Post go live review	9/9/2013	<ul style="list-style-type: none"> • Post go live review • Meeting minutes 	
Post go live stabilization	9/16/2013 9/23/2013 9/30/2013	<ul style="list-style-type: none"> • Punch list • Meeting minutes 	

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.

This plan does not include the marketing and communication plan to students, this will be done by the college based on the 5/29/2013 group meeting sponsored by Denise Swett of Foothill College

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

Project will be updated every Thursday afternoon.