Email and Calendar Project Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Equipment delivered	5/4/2012	Delivered equipment checklist link	
Finish building of Exchange servers	5/17/2012	Performance validation report link System configuration report link	
Draft training documentation for review	5/21/2012	Training documentation link Training implementation plan link	
Backup and recovery testing completed	5/22/2012	Test log and procedure document link	
Review and pre-flight checklist for first round user testing (target for 50 users)	5/23/2012	Check list link User feedback form link	
Open system for first round of user testing and training	5/25/2012	Participants list, test case document link	
First round testing and user feedback review Meetingmaker conversion user help documentation Meetingmaker final sync announcement	6/4/2012	Punch list items link Meeting maker documentation, announcement schedule link	
Initial user migration starts (ETS)	6/1/2012	Migration candidates list link Completion check list link	
Initial user migration review	6/5/2012	Punch list items update link	
Final training documentation review	6/8/2012	Training documentation link Training implementation plan link	

2nd group user migration starts (Super Users)	6/8/2012	Migration candidates list link Completion check list link	
2nd group user migration review	6/12/2012	Punch list items update link	
3rd group user migration starts (Central Services)	6/15/2012	Migration candidates list link Completion check list link	
Mid point check list and review	6/18/2012	Updated punch list link Meeting minutes link	
4th group migration starts (Classified Staff & Management- De Anza college)	6/22/2012	Migration candidates list link Completion check list link	
5th group migration start (Classified Staff & Management- Foothill college, Retirees and others)	6/29/2012	Migration candidates list link Completion check list link	
6th group user migration starts (Faculty)	7/6/2012	Migration candidates list link Completion check list link	
Final sync to the meeting maker account	7/9/2012	Check list link	
Announcement to District	7/16/2012	Announcement document link On line documentation link Preflight check list link	
System cut over and live Deactivation of Meetingmaker and send mail	7/30/2012	Minutes link	

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.