

Purchasing BDM Project

Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Project team meeting – review project scope, team organization, key milestones	12/16/2013	<ul style="list-style-type: none"> meeting minutes Review project schedule, scope, key milestones 	
Document Manual Workflow	1/16/2014	<ul style="list-style-type: none"> Interview key users Document workflow and interviews 	
Team Meeting	1/23/2014	<ul style="list-style-type: none"> Demo B-F-DOCS functionality Review Workflow documents Instruct user on use of test BDM 	
Team Meeting	2/5/2014	<ul style="list-style-type: none"> Train Users Identify what needs to be fixed Identify which documents should be available by INB Form 	
User Testing	2/10/2014	<ul style="list-style-type: none"> Confirm B-F-DOCS in PRODN is working correctly in the Webb App & with INB Forms End Users able to use BDM to process PR to end (check issued) 	
Louis Chen consultant visit	2/17/2014	<ul style="list-style-type: none"> Spend one day doing hands-on testing Identify technical issues that need to be resolved Add BDM buttons to SSB Decide if Purchasing and/or AP needs high speed scanner station 	
Team Meeting	2/25/2014	<ul style="list-style-type: none"> SSB Buttons in place 	
Team Meeting	3/11/2014	<ul style="list-style-type: none"> Complete Full Cycle Testing - Send one PR through approval, PO generation, delivery, and check issued. 	
Team Meeting Buyer Training	3/25/2014	<ul style="list-style-type: none"> Train Buyers to use BDM IntelleCheck to go live By 4/1/14 	
IntelleCheck Goes Live	4/1/2014	<ul style="list-style-type: none"> IntelleCheck Go live moved to 5/1/2k014 	
Team Meeting	4/8/2014	<ul style="list-style-type: none"> Complete import of all ETS 	

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		documents supporting active PR/POs	
Team Meeting	4/22/2014	<ul style="list-style-type: none"> Review issues Determine next Group to use BDM for Purchase Req backup 	
IntelleCheck Goes Live	5/1/2014	<ul style="list-style-type: none"> IntelleCheck is live 	
Steering Committee Review	5/12/2014	<ul style="list-style-type: none"> Presentation by Users for Steering Committee 	
Pilot Go Live	5/20/2014	<ul style="list-style-type: none"> Declare Pilot completed 	