ClockWork Project
Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Project team kick off meeting	12/12/2013	• meeting minutes • Review project schedule, scope, key milestones	
Finalized the PR and vendor support	12/19/2013	• Buy list	
Provision hardware server equipment (virtual)	1/9/2014	• Virtual server in L7	
Work session with TechnoPro Conference call	1/16/2014	• Define server installation requirements • SQL server, IIS, and SSO integration • Meeting minutes	
Configure virtual server instance for ClockWork	1/23/2014	• Exchange calendar sync • Banner data sync • Communication plan review • Key milestones review (this plan)	
Board approval of purchase, PO issued to TechnoPro		• **Board approved 3/3/2014** • **PO issued on 5/21/2014**	
Conference call with Clockwork	6/19/2014	• Introductions, Overview of project	
Conference call with Clockwork Technical Configuration	6/26/2014	• Requirements for installation	
Project team meeting with TechnoPro; kick off of the technical configuration session.	7/8/2014	• 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	• Progress report and task list • Campus review of the list • Meeting minutes	
Project team meeting	8/19/2014	• Project team meeting minutes • Delivery of configuration documents to Technopro from colleges	
Project team meeting	8/25/2014	• User documentation • User training materials • Department operating and support	

Key project milestone	Completion date	Completion check list	Progress Bar
		procedures	
Project team meeting	9/9/2014	• Meeting minutes • Configuration progress review with both colleges	
Project team meeting	9/23/2014	• 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	• Training materials • Onsite training room reservation (D270) • Logistics (equipment, arrival)	
Team meeting 1st pilot testing starts	10/28/2014	• Pilot testing student list • Setup of testing environment • Document procedures for testing	
Team review of first pilot test fixes	11/4/2014	• Team meeting minutes • Updated punch list	
Team meeting /status of fix of 1st pilot testing	11/11/2014	• Review fixed issues of 1st pilot testing. • Schedule 2nd pilot test sample student list	
2nd Pilot testing starts	12/2/2014	• 2nd pilot testing starts	
2nd Pilot test ends	12/9/2014	• Punch list • Meeting minutes	
Project team meeting	12/16/2014	• Team review of fixed issues • Review training materials • communication of system go live to public review	
Project team meeting	12/19/2014	• Review Go Live readiness • Review training materials	
Project go Live	**12/22/2014**	• **Project go live**	
Post go live review meeting	01/13/2015	• Feedback • Bug list • Meeting minutes	
Post go Live review meeting	01/20/2015	• Feedback • Bug list • Meeting minutes	

Key project milestone	Completion date	Completion check list	Progress Bar
Post go live review meeting	02/03/2015	• Feedback • Bug list • Meeting minutes	
Phase I project ends	02/17/2015	• project ends • Post support procedures on line • Completion sign off	