

## Faculty Leave and Substitute Pay Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Kick off meeting	6/20/2011	<ul style="list-style-type: none"> <li>✓ Kick off meeting minutes</li> <li>✓ Team organization</li> <li>✓ Project scope and timeline</li> </ul>	
Requirements discussion	8/28/2011	<ul style="list-style-type: none"> <li>✓ Team lead of project defined</li> <li>✓ Business workflow definition</li> <li>✓ Web site setup</li> </ul>	
Review of specifications with both college Deans and Administrative Assistants	10/19/2011 10/20/2011	<ul style="list-style-type: none"> <li>✓ Review sessions conducted with both DA and FH</li> <li>✓ Specifications feedback from both colleges</li> <li>✓ Review result published</li> </ul>	
Specifications revised for Faculty association review	11/1/2011	<ul style="list-style-type: none"> <li>✓ Specification revised</li> <li>✓ HR dept will schedule meeting with faculty association</li> </ul>	
Review session with Faculty Association	11/30/2011	<ul style="list-style-type: none"> <li>✓ Review session with FA</li> <li>✓ Approval to go ahead</li> </ul>	
Report to Banner Core committee	12/5/2011	<ul style="list-style-type: none"> <li>✓ Meeting minutes approval</li> </ul>	
Coding starts	12/13/2011	<ul style="list-style-type: none"> <li>✓ Programming starts</li> </ul>	
Demo to all administrator meeting	4/27/2012	<ul style="list-style-type: none"> <li>✓ Initial demo and review</li> </ul>	
Code review	10/2/2012	<ul style="list-style-type: none"> <li>✓ Application demo /CTO review</li> <li>✓ Punch list</li> </ul>	

Senior staff review	10/16/2012	✓ Application demo/ Senior staff review ✓ Punch list	
2 <sup>nd</sup> Code review	10/24/2012	✓ ETS internal review	
Application testing (First adopter testing)	11/1/2012	✓ Foothill P/E faculty and Dean testing ✓ Feedback/Punch list	
3 <sup>rd</sup> Code review	11/7/2012	✓ ETS internal review	
Application testing (Foothill)	11/13/2012 11/14/2012	✓ Foothill Deans and Admin testing and review ✓ Feedback/Punch list	
Application testing (De Anza)	11/15/2012 11/16/2012	✓ De Anza Deans and Admin testing and review ✓ Feedback and punch list	
4 <sup>th</sup> Code review	12/6/2012	✓ ETS internal review	
5 <sup>th</sup> Code review	12/20/2012	✓ ETS internal review	
Foothill pilot division go live	2/8/2013	✓ Foothill pilot division go live ✓ Feedback and punch list	
De Anza pilot division go live	3/1/2013	✓ De Anza pilot division go live ✓ Feedback and punch list	
Project go Live	4/22/2013	✓ System go live	
Post Go live review	5/14/2013	<input type="checkbox"/> Review minutes <input type="checkbox"/> Lesson learned	

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.