

## ID card and Pay to Print Key Project milestone dates

Key project milestone	Completion date	Completion check list	Progress Bar
Project team kick off meeting	2/27/2013	<ul style="list-style-type: none"> <li>• meeting minutes</li> <li>• vendor presentation and recommendation</li> </ul>	
Final selection of ID card vendor team review	5/8/2013	<ul style="list-style-type: none"> <li>• Meeting minutes</li> </ul>	
Select vendor for implementation of ePrint	5/8/2013	<ul style="list-style-type: none"> <li>• vendor selection recommendation</li> </ul>	
ID card vendor campus walk through	5/17/2013	<ul style="list-style-type: none"> <li>• Location walkthrough checklist</li> </ul>	
Implementation team meeting First team meeting	5/22/2013	<ul style="list-style-type: none"> <li>• Initial mapping of the new printer location</li> <li>• Pilot test schedule review</li> <li>• Communication plan review</li> <li>• Key milestones review (this plan)</li> </ul>	
Complete ID Card vendor campus walkthrough for both colleges - equipment list review	5/24/2013	<ul style="list-style-type: none"> <li>• Detail equipment list</li> <li>• Campus review and approve of the list</li> <li>• Meeting minutes</li> </ul>	
Announcement for stop Goprint and Capture card ready for review and post	5/28/2013	<ul style="list-style-type: none"> <li>• Draft announcement</li> </ul>	
Final review of the ID card print shop equipment for both colleges	5/29/2013	<ul style="list-style-type: none"> <li>• Equipment list confirmation</li> </ul>	
Kick off technical specification for ID Card and pay to print project	6/1/2013	<ul style="list-style-type: none"> <li>• Kick off meeting minutes</li> </ul>	
Team meeting: <ol style="list-style-type: none"> <li>1. ID card equipment order list contract review.</li> <li>2. ePrint equipment order list and contract review.</li> </ol>	6/5/2013	<ul style="list-style-type: none"> <li>• Meeting minutes</li> </ul>	
Contract and Purchase Requisition signed for ID card <b>Equipment ordered</b>	6/6/2013	<ul style="list-style-type: none"> <li>• Purchase requisition</li> </ul>	

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Contract and Purchase requisition signed for ePrint equipment <b>Equipment ordered</b>	6/7/2013	<ul style="list-style-type: none"> <li>Signed and approved purchasing requisition</li> </ul>	
ID card technical functional specification review	6/10/2013	<ul style="list-style-type: none"> <li>Banner interface discussion</li> <li>Application interface discussion</li> </ul>	
ePrint deploy locations finalized Team meeting	6/12/2013	<ul style="list-style-type: none"> <li>Team meeting minutes</li> <li>Review ePrint final deployment location map</li> <li>Facility and network requirements to support ePrint deployment finalized</li> <li>Work order for ePrint requirements issued to facility and network group (if any)</li> </ul>	
1 <sup>st</sup> review of ID card technical specification to Banner and ePrint	6/19/2013	<ul style="list-style-type: none"> <li>Draft of technical specification</li> </ul>	
2 <sup>nd</sup> review of ID card technical specification to Banner and ePrint	6/26/2013	<ul style="list-style-type: none"> <li>Revised technical specification</li> <li>Team decision of pilot testing location for both colleges</li> <li>Communication for pilot testing ready for posting</li> </ul>	
Integration of ID card /Banner/ePrint starts	6/27/2013	<ul style="list-style-type: none"> <li>Prototype coding starts</li> </ul>	
ID Card vendor equipment delivered.	7/6/2013	<ul style="list-style-type: none"> <li>Equipment receiving list</li> </ul>	
ePrint pilot test equipment delivered. Team meeting review of deployment for Pilot testing.	7/10/2013	<ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Pilot testing check list</li> </ul>	
Pilot test starts	7/22/2013	<ul style="list-style-type: none"> <li>Meeting minutes</li> </ul>	
Team meeting review pilot testing	7/24/2013	<ul style="list-style-type: none"> <li>Meeting minutes</li> </ul>	
Pilot test ends Team review of pilot testing results	7/31/2013	<ul style="list-style-type: none"> <li>Punch list</li> </ul>	
Final review of ID card technical interface to Banner and ePrint specification	7/31/2013	<ul style="list-style-type: none"> <li>Banner interface technical specification published</li> <li>Team meeting to review initial ePrint go live locations</li> <li>Communication for September go live ready for posting</li> </ul>	
ePrint printers and AIO release stations deployed	7/31/2013	<ul style="list-style-type: none"> <li>ePrint printers deployed to designated locations</li> </ul>	
Training materials for ID card	8/1/2013	<ul style="list-style-type: none"> <li>FAQ</li> </ul>	

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/ePrint starts (FAQ, Documentation, video)		<ul style="list-style-type: none"> <li>• Video</li> <li>• User training material</li> </ul>	
Code review of ID card and Banner integration	8/7/2013	<ul style="list-style-type: none"> <li>• Code review. Technical review of coding progress</li> <li>• Demo of application progress</li> </ul>	
Retire GoPrint/Capture card stations from both colleges Lock down the system for transition to new pay to print solution	8/12/2013	<ul style="list-style-type: none"> <li>• Lock down list</li> <li>• Student account balance report</li> </ul>	
ID Card/ePrint 2 <sup>nd</sup> Pilot testing starts	8/13/2013	<ul style="list-style-type: none"> <li>• Test candidate list (CWID for student population)</li> <li>• Test plan (card activation for print, printing and card operations)</li> </ul>	
Project team meeting	8/21/2013	<ul style="list-style-type: none"> <li>• Team review of testing results</li> <li>• Review training materials</li> <li>• 2<sup>nd</sup> communication of September go live to public</li> </ul>	
Project team meeting	8/28/2013	<ul style="list-style-type: none"> <li>• Review Go Live readiness</li> <li>• Review training materials</li> </ul>	
Technical specification for Phase II starts	9/3/2013	<ul style="list-style-type: none"> <li>• Technical specification for ID card dashboard project</li> </ul>	
ID card production go live	9/3/2013	<ul style="list-style-type: none"> <li>• Walkthrough and user acceptance</li> </ul>	
Selected ePrint locations go live	9/9/2013	<ul style="list-style-type: none"> <li>• Walkthrough and user acceptance</li> </ul>	
Project team meeting	9/11/2013	<ul style="list-style-type: none"> <li>• Review ePrint go live status</li> <li>• Review go live preparation for the remaining ePrint locations</li> </ul>	
ePrint go live	9/23/2013	<ul style="list-style-type: none"> <li>• Walk through and user acceptance</li> </ul>	
Shut down of Chipnet and Go Print	9/23/2013	<ul style="list-style-type: none"> <li>• decommission of legacy system and equipment</li> </ul>	
Phase I completion review meeting	10/2/2013	<ul style="list-style-type: none"> <li>• Review punch list item</li> <li>• Review bug list</li> </ul>	
Project stabilization for phase I	10/9/2013	<ul style="list-style-type: none"> <li>• Bug fix and post go live support</li> </ul>	
Phase I project ends	10/16/2013	<ul style="list-style-type: none"> <li>• Phase I project ends</li> <li>• Post support procedures on line</li> <li>• Completion sign off</li> </ul>	
Phase II project starts Kick off meeting	10/16/2013	<ul style="list-style-type: none"> <li>• Review Phase II project objective</li> <li>• Review technical specification for phase II</li> </ul>	