

SARS/eSARS Key Project milestone dates

Phase 1 – Foothill Conversion from STS to SARS TRACK

Key project milestone	Completion date	Completion check list	Progress Bar
Kick off meeting	8/29/2012	Kick off meeting minutes	
PSME pilot test lab setup ready	8/30/2012	Kiosk set up OK Banner schedule download OK Login test OK Administrative functions OK	
PSME lab personnel training	9/4/2012	User training conducted Standard operating procedure available Training documentation ready (web site)	
Conversion of the remaining kiosk to SARS Track	9/11/2012	Kiosk set up OK Banner schedule download OK Login test OK Administrative functions OK	
Remaining labs training completed	9/19/2012	User training conducted Standard operating procedure available Training documentation ready (web site)	
Foothill labs go live with SARS	9/24/2012	Punch list items link	
Final review meetings	9/25/2012 9/26/2012 10/9/2012	Punch list Go live preflight check System ready to go live	
Project migration to Desktop team maintenance	10/17/2012	Responsibility check list Punch list completion	

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.