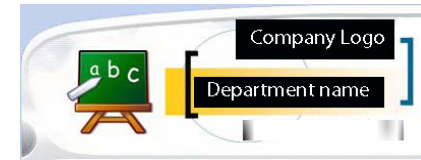


Company Logo



InfoEd Animal Module Training Timeline

TASK (InfoEd Animal Module)		Suggested Timeline	Responsible Person	Due Date
Logistics — Module Selection & Coordination				
1.	Project Management (October to December 2009)	All 5 months	OSRP	12/31/09
2.	Implementation and Administrators Training	Oct. 5 - 7	InfoEd	10/5/09
3.	Module – Animal implementation	1 week	InfoEd	10/5/09
4.	Check room set up, AV equipment, etc on site.	1 week prior	OSRP	10/2/09
5.	Testing of test and production servers	1 – 2 weeks prior	OSRP	9/30/09
6.	Check room set up, AV equipment, etc on site.	Day before and day of meeting	OSRP	10/5/09
Implementation				
7.	Identify Project Team, Roles and Responsibilities	Oct. 5	InfoEd	10/5/09
8.	Configuration: Codes and Tables (Test and Production)	Oct. 5	InfoEd/OSRP	10/5/09
9.	Miscellaneous Setups	Oct. 5	InfoEd/OSRP	10/5/09
10.	Committee Administration	Oct. 6	InfoEd	10/6/09
11.	Certifications	Oct. 6	InfoEd	10/6/09
12.	Module Security	Oct. 6	InfoEd	10/6/09
13.	Batch Communications (Templates/Agenda/Meeting Minutes)	Oct. 6	InfoEd/OSRP	10/6/09

TASK (InfoEd Animal Module)		Suggested Timeline	Responsible Person	Due Date
Implementation (continued)				
14.	User Defined Fields (UDF)	Oct. 7	InfoEd	10/7/09
15.	Review InfoEd Adhoc Reporting Tool	Oct. 7	InfoEd	10/7/09
16.	Continue UDFs (reporting and batch communications)	Oct. 7	InfoEd	10/7/09
17.	Identify all reports to be created	Oct. 7	OSRP	10/7/09
18.	Testing of test and production servers	Oct. 7	InfoEd/OSRP	10/7/09
19.	Identify Report Writer Tool (ARGOS)	Oct. 5 – 7	InfoEd/OSRP	10/7/09
20.	Review Configured System	Oct. 5 - 7	InfoEd/OSRP	10/7/09
Implementation Review				
21.	Identify Project Team, Roles and Responsibilities	Oct. 8 - 9	OSRP	10/9/09
22.	Configuration: Codes and Tables (Test and Production)	Oct. 8 - 9	OSRP	10/9/09
23.	Miscellaneous Setups	Oct. 8 - 9	OSRP	10/9/09
24.	Committee Administration	Oct. 8 - 9	OSRP	10/9/09
25.	Certifications	Oct. 8 - 9	OSRP	10/9/09
26.	Module Security (setup user access and administration)	Oct. 8 - 9	OSRP	10/9/09
27.	Batch Communications (Templates/Agenda/Meeting Minutes)	Oct. 8 - 9	OSRP	10/9/09

TASK (InfoEd Animal Module)		Suggested Timeline	Responsible Person	Due Date
Development of Training Materials				
28.	Identify InfoEd training materials	Nov – Dec	BER	11/30/09
29.	Identify the functional areas of the Animal Module	Nov – Dec	BER	11/30/09
30.	Develop training web site	Nov – Dec	BER	11/30/09
31.	Develop training materials (simulations, video, FAQ, scripts, etc)	Nov – Dec	BER	11/30/09
32.	Test training materials	Nov – Dec	OSRP	11/30/09
33.	Identify small testing group	Dec. 1	OSRP	12/1/09
Training of Personnel				
34.	Develop communication (brochure, electronic announcement, etc.) and registration form to announce the training event.	1 month prior	BER	
35.	Create participant database. (testing group)	1 month prior	BER	
36.	Advertise/Market the training to the intended audience.	1 week prior	BER	
37.	Send confirmation email to participants. If applicable, conduct pre-assessment.	1 week prior	BER	
38.	Conduct training	December	BER	
39.	Conduct Post Assessment	1 week after	BER	
40.	Make changes/corrections where applicable	1 week	BER	

TASK (InfoEd Animal Module)		Suggested Timeline	Responsible Person	Due Date
Logistics — Rollout				
41.	Identify colleges/departments	1 month prior	OSRP	12/15/09
42.	Contact faculty and staff for training	2 weeks prior	OSRP	1/5/10
43.	Select a classroom site.	1 month prior	OSRP	1/5/10
44.	Contact site and confirm numbers and logistics.	Day before and day of training	OSRP	1/11/10
45.	Check room set up, AV equipment, etc on site.	Day before and day of training	OSRP	1/11/10
46.	Conduct training on site	Day before and day of training	OSRP	1/15/10
47.	Make available the online training materials	Day after training	OSRP	1/18/10
48.	Final testing of test and production servers	1 week after training	OSRP	1/29/10
48.	Roll-out Animal Module	2 week after training	OSRP	2/1/10
Development of Support Web site				
49.	Identify Content Topics	1 month prior	OSRP	12/15/09
50.	Develop materials (brochure, electronic announcement, etc.)	January 2010	BER	
51.	Advertise to intended audience.	Ongoing	BER	
52.	Continuous update of site	Ongoing	BER	
53.	Survey and Feedback Form	Ongoing	BER	
54.	User Support	Ongoing	OSRP	

Timeline

2009		2010		Comments (Go-Live)		
Sep	Oct	Nov	Dec	Jan	Feb	
Project Management					All 5 Months	
	Implementation					Implementation and Admin training
		Review				Implementation Review
	Training Materials					Development of Training Materials
			Training			Training of Test Personnel
	Module Web site					Development of Module Web site
				Training		Training of CNAS/CHPA faculty
	Testing					Testing of Test and Production Servers
				Roll-out		Make system available for use

Training Materials to be developed

