

# Draft 16-Week Calendar Project Timeline

Draft timeline for conversion to sixteen week primary session in December 2011



	<b>February</b>	<ul style="list-style-type: none"> <li>· Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>· Department Planning</li> <li>· Consult with IITS Regarding Technical Issues</li> </ul>	
	<b>March</b>	<ul style="list-style-type: none"> <li>· Bi-Weekly Status Meeting</li> </ul>	<ul style="list-style-type: none"> <li>· Departments finalize plans</li> <li>· Consult with IITS Regarding Technical Issues</li> <li>· PS Test System Available</li> <li>· A&amp;R Configure Sessions in Test PeopleSoft System by 3/15</li> <li>· Depts begin testing on PS</li> </ul>	<ul style="list-style-type: none"> <li>· IITS begin work on new Term Copy Process for Fall 2012 &amp; Winter 2013</li> <li>· PeopleSoft Test System On-Line</li> </ul>
	<b>April</b>	<ul style="list-style-type: none"> <li>· Final Plans Due</li> <li>· Meet with Deans</li> <li>· Meet with AAA's</li> </ul>	<ul style="list-style-type: none"> <li>· Department update internal process</li> </ul>	<ul style="list-style-type: none"> <li>· Test PeopleSoft System On-Line</li> <li>· IITS development of Term Copy Process</li> </ul>
	<b>May</b>	<ul style="list-style-type: none"> <li>· Status Meeting</li> <li>· Dept Head Mtg</li> <li>· Joint Testing</li> </ul>	<ul style="list-style-type: none"> <li>· A&amp;R Update Session Codes in TEST System</li> <li>· Departments prepare TEST PeopleSoft for Fall 2012</li> </ul>	<ul style="list-style-type: none"> <li>· IITS development of Term Copy Process</li> <li>· Setup basic test term in PS (non-copied version)</li> </ul>
	<b>June</b>	<ul style="list-style-type: none"> <li>· Bi-Weekly Status Meeting</li> </ul>	<ul style="list-style-type: none"> <li>· Testing of Term Copy process (IITS/OAS)</li> <li>· Testing of coding for new term (calculations, sessions, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>· IITS &amp; OAS testing of Term Copy Process</li> <li>· Testing of new term in PeopleSoft</li> </ul>
	<b>July</b>	<ul style="list-style-type: none"> <li>· Bi-Weekly Status Meeting</li> </ul>	<ul style="list-style-type: none"> <li>· Departmental Testing of PeopleSoft and internal processes</li> </ul>	<ul style="list-style-type: none"> <li>· Copy Fall 2012 in PS test</li> <li>· OAS Term Testing</li> </ul>
	<b>August</b>	<ul style="list-style-type: none"> <li>· Kick-Off Integrated Testing</li> </ul>	<ul style="list-style-type: none"> <li>· Integrated Testing of Term in PeopleSoft for Fall 2012 (All Related Depts: A&amp;R, Cashiers, Academic Services, etc.)</li> </ul>	
	<b>September</b>	<ul style="list-style-type: none"> <li>· Final Testing Status</li> <li>· Dept Head Mtg</li> </ul>	<ul style="list-style-type: none"> <li>· Integrated Testing of Term in PeopleSoft for Fall 2012</li> </ul>	
	<b>October</b>	<ul style="list-style-type: none"> <li>· Fall 2012 Pre-Production Meeting</li> </ul>	<ul style="list-style-type: none"> <li>· Stabilization / Final Testing (Sandbox)</li> <li>· Copy schedule in late October</li> <li>· Distribute instructions to dept heads</li> </ul>	
	<b>November</b>	<p><b>GO LIVE! - Fall 2012 (16-Week Term)</b>                      · First-Run Class Schedule distributed to schools for Fall 2012</p>		
	<b>December</b>	<p><b>Activate 16-week term into production system</b></p>		

<b>2012</b>	<b>January</b>	<ul style="list-style-type: none"> <li>· Post-Production Status Meeting</li> <li>· Discuss Winter 2013</li> </ul>	<ul style="list-style-type: none"> <li>· 2nd Run for Fall 2012</li> </ul>	
	<b>February</b>	<ul style="list-style-type: none"> <li>· Prepare for Winter 2013 and Spring 2013</li> </ul>	<ul style="list-style-type: none"> <li>· 2nd-Run Schedule Changes for Fall 2012 Due</li> </ul>	<ul style="list-style-type: none"> <li>· Activate Winter 2013 Term In Test System (Proposed)</li> </ul>