

**SIS Project Plan – Paradise Valley Community College
December 13, 2007**

	Task Name	Duration (in Days)	Start	Finish	% Completed	Notes	Resource Names
1	Student Administration February 2008	93	09/26/07	02/19/08			12/13/07
2	Planning and Maintenance	18	09/26/07	10/19/07			
3	All Sponsors Confirm Scope w/Teams	8	09/26/07	10/05/07	100%		Paul Golisch/Paul Dale
4	Confirm/Allot Resources for Project Duration	10	10/01/07	10/12/07	100%	Staffing and Financial / Backfill -ongoing	Jo Ann Caufield
5	Secure Project Space, Training	10	10/01/07	10/12/07	100%	Project space in IRTS, CC Labs for trng	Chyrstle Hall
6	Initial Checkpoint	33	09/26/07	11/09/07			
7	Communication						Paul Golisch
8	Prepare communication and marketing materials						
9	Order shirts for PVCC SIS Team		09/26/07	10/05/07	100%		Zosia Pijanowski
10	Order T-shirts for "volunteers" (students and staff)		09/26/07	10/05/07	100%		Zosia Pijanowski
11	Order my.maricopa.edu banners		09/26/07	10/05/07	100%		Rod Fensom
12	Receive wallet size "How do I ..." cards from District Office		09/26/07	01/31/08	0%		Paul Golisch
13	Ensure SIS information on PVCC web pages is up to date		09/26/07	02/19/08		On-going	Maggie Cullop/Carol Myers
14	Submit SIS updates to Rod for inclusion in News From The Front		09/26/07	02/19/08		On-going	Paul Golisch
15	Provide SIS updates at PLT, CLC, TCT, CIT, etc.		09/26/07	02/19/08		On-going	Paul Golisch
16	Create Student Self Service Handouts to faculty for distribution in classes		09/26/07	02/14/08			Chyrstle Hall
17	Create and display posters, table tents, and door signs		01/07/08	02/12/08	0%		Rod Fensom
18	Utilize KSC monitors and classroom TVs to run promos		02/01/08	02/12/08	0%		Paul Golisch
19	Create on-hold message for main telephone number		02/01/08	02/12/08	0%		Paul Golisch/Carol Myers
20	Encourage faculty to add my.maricopa.edu to syllabus		12/10/07	12/20/07	0%		Mary Lou Mosley
21	Create bookmark with website information		02/01/08	02/12/08	0%		Rod Fensom
22	Create and maintain NSS FAQ site		11/14/07	12/01/07	100%	ongoing	Chyrstle Hall
23	Distribute communication and marketing materials						
24	Distribute shirts to PVCC SIS Team		02/01/08	02/14/08	0%		Zosia Pijanowski
25	Distribute T-shirts to "volunteers" (students and staff)		02/01/08	02/14/08	0%		Zosia Pijanowski
26	Submit work order to hang my.maricopa.edu banners		02/01/08	02/14/08	0%		Zosia Pijanowski
27	Distribute wallet size "How do I ..." cards from District Office		02/01/08	02/14/08	0%		Zosia Pijanowski
28	Distribute information to students through PVCC announcements		02/01/08	02/19/08	0%		Rod Fensom
29	Distribute Student Self Service Handouts to faculty for distribution in classes		02/01/08	02/14/08	0%		MaryLou Mosley/Alicann Lunceford
30	Functionality (Spring Term)						
31	Admissions	10	09/26/07	10/09/07	100%	Pending Review and Update of BPs	
32	Submit Letters to DO	10	09/26/07	10/09/07	100%		
33	Finalize All Business Processes	10	09/26/07	10/09/07	100%		
34	Class Schedule	10	09/26/07	10/09/07	100%	Pending Review and Update of BPs	
35	Finalize Class Schedule Setup	10	09/26/07	10/09/07	100%	Summer/Fall 08 already built in Legacy	Alicann/Prep timeline available
36	Finalize All Business Processes	10	09/26/07	10/09/07	100%		
37	Student Records	10	09/26/07	10/09/07	100%	Pending Review and Update of BPs	
38	Finalize Setup (i.e. Setup Appts)	10	09/26/07	10/09/07	100%		
39	Finalize All Business Processes	10	09/26/07	10/09/07	100%		
40	Student Financials, Cashiering						
41	Finalize Setup	10	09/26/07	10/09/07	100%		
42	Finalize All Business Processes	10	09/26/07	10/09/07	75%		
43	Financial Aid						
44	Finalize All Business Processes	10	09/26/07	10/09/07			
45	Division Chairs						
46	Finalize Business Processes - New SIS functions only		10/01/07	12/01/07	75%		Maggie Cullop
47	Security						
48	Business Processes						
49	Account Access/All Systems		10/31/07	12/01/07	100%		Carol Myers
50	Security Roles		10/31/07	12/01/07	100%		Carol Myers
51	PeopleSoft Security						
52	Finalize Accounts for Active Staff					(District) Pending HR Sync Being Completed	
53	Student Services	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
54	Advisors	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
55	Admissions	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
56	Athletics	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green

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57	Cashiers	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
58	Curriculum	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
59	Financial Aid Office	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
60	Human Resources	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
61	Division Secretaries	10	10/08/07	12/01/07	100%	Need to Add Additional Roles	Stella Napoles/Shirley Green
62	Division Chairs	10	10/08/07	12/01/07	100%	Need to Add Additional Roles	Stella Napoles/Shirley Green
63	College Safety	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
64	Night Administrators	10	10/08/07	10/08/07	100%	Complete as per DO	Stella Napoles/Shirley Green
65	Non-Credit	10	10/08/07	10/08/07	100%		Stella Napoles/Shirley Green
66	Operations	10	10/08/07	12/01/07	100%	Loretta & Jesse	Stella Napoles/Shirley Green
67	Reporting	10	10/08/07	12/01/07	100%		Stella Napoles/Shirley Green
68	Veterans	10	10/08/07	12/01/07	100%		Carol Myers
69	FERPA Tutorials		10/08/07	12/01/07	42%	Of 273 Board Approved Employee	Paul Golisch
70	Finalize Business Processes		10/31/07	12/01/07	100%		Carol Myers
71	Completer Report		10/31/07	12/01/07	ongoing	Listing of those who completed tutorial	Shirley Green
72	Notification to Users		10/31/07	12/01/07	ongoing	Email - account unlocked	Shirley Green
73	Business Processes for Security/all types						
74	SIS Account Request & Access	8	09/26/07	10/05/07	100%		Carol Myers
75	SIS Report Request & Access	8	09/26/07	10/05/07	100%		Carol Myers
76	Development						
77	Update Terminology/Web and Print		10/31/07	12/14/07		Involve Depts., Divs., & Administration	Maggie Cullop
78	Email Managers and Division Chairs re: Updates		10/31/07	11/15/07	100%	Update Terminology on Web and Print	Maggie Cullop
79	Email Managers and Division Chairs re: Websites		10/31/07	11/15/07	100%	Update Information on Web Sites	Carol Myers
80	Reports						
81	List All Reports	8	09/26/07	10/05/07	100%	Applies Only if Developing Custom Reports	(District) JK
82	Create Inventory of AI PVCC Reports		10/03/07	10/31/07	100%		Carol Myers
83	Shadow Systems	5	10/03/07	12/01/07			
84	List All Shadow Systems	5	10/03/07	12/01/07			Carol Myers/Brad
85	ID Card System	58	10/03/07	01/15/08	95%		Carol Myers
86	Fitness/Tutor/Advisor Trac System Testing	58	10/03/07	01/15/08	90%	Development done by DO/Redrock Pending	Carol Myers
87	Student Attendance System (SAS)	58	10/03/07	01/15/08	40%		Carol Myers
88	Testing Center Student Tracking	58	10/03/07	01/15/08	80%		Carol Myers
89	Library System Bar Code Upload	58	10/03/07	12/01/07	100%		Carol Myers
90	New Student Orientation Registration	58	10/03/07	11/01/07	100%		Carol Myers
91	Conversion	15	10/08/07	10/26/07			
92	Review Schedule Provided by DO	2	10/08/07	10/09/07	100%	Complete as per DO	
93	Communicate Setup Window	10	10/15/07	10/26/07	100%	Complete as per DO	
94	Production System	17	09/26/07	10/18/07			
95	Batch Processing	17	09/26/07	10/18/07	100%		
96	Submit Scheduling Request to DO	10	09/26/07	10/09/07	100%		
97	Admissions	10	09/26/07	10/09/07	100%	Complete as per DO	
98	Student Records	10	09/26/07	10/09/07	100%	Complete as per DO	
99	Student Financials	10	09/26/07	10/09/07	100%	Complete as per DO	
100	Financial Aid	10	09/26/07	10/09/07	100%	Complete as per DO	
101	Finalize Daily Schedule Setup	7	10/10/07	10/18/07			(District) GT
102	Colleges	7	10/10/07	10/18/07	100%	Complete as per DO	
103	Final Test w/Colleges	5	09/26/07	10/02/07	100%	Complete as per DO	
104	Operational Support / Help Desk	11	10/01/07	10/15/07			Carol Myers
105	Finalize Local QRT Procedures	5	10/01/07	10/05/07	100%	Complete for Initial Phase per DO	Carol Myers
106	Execute Help Desk and QRT	1	10/15/07	10/15/07	100%	Complete for Initial Phase per DO	Carol Myers
107	College Support Process and Flow	58	10/03/07	12/01/07	100%		Carol Myers
108	Student Computing Kiosks	11	10/01/07	10/15/07			Carol Myers
109	Establish Area/Planning	5	10/01/07	10/05/07	100%		Carol Myers
110	Designate and prepare workstations for installation	10	09/26/07	10/09/07	100%		Carol Myers
111	Build custom cabinet for placement	58	10/03/07	01/10/08	10%		Carol Myers
112	Install workstations	2	12/01/07	01/10/08			Carol Myers

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113	Training	10	09/26/07	10/09/07			Chrystle Hall
114	Confirm Training for All Areas	5	09/26/07	10/02/07	100%	Complete as per DO	Chrystle Hall
115	Strategies/Documentation/Schedule		10/31/07	12/01/07	100%	Complete as per DO	Chrystle Hall
116	Update Project Plan w/Detail	1	09/26/07	09/26/07	100%	DO- Add New Training Tasks to Next Phase	
117	Training - All Departments and User Groups		09/26/07	02/19/08		All training will be ongoing - Reports to	Chrystle Hall
118	Advising		09/26/07	02/09/08	98%		Chrystle Hall/Helen Ortiz
119	Cashier's/Fiscal		09/26/07	02/09/08	75%		Chrystle Hall/Augustine Erpelding
120	Admissions & Records		09/26/07	02/09/08	65%		Chrystle Hall/Ann Fulton
121	Financial Aid		09/26/07	02/09/08	75%		Chrystle Hall/Lolita Quiroz
122	Testing Center		09/26/07	10/09/07	100%		Chrystle Hall
123	Counseling		09/26/07	12/01/07		scheduled in Jan.	Chrystle Hall
124	Continuing Ed - Non-credit Specific		09/26/07	12/07/07	98%	need Fiscal training from Augustine	Chrystle Hall
125	Division Secretaries		09/26/07	02/01/08	90%	2/1/08 workshop	Chrystle Hall
126	Division Chairs		09/26/07	02/01/08	90%	2/1/08 workshop	Chrystle Hall
127	Faculty		09/26/07	02/15/08		scheduled Jan/Feb	Chrystle Hall
128	Casual Users						
129	Introduction		09/26/07	12/14/07	90%		Chrystle Hall
130	Advanced		09/26/07	12/14/07		scheduled Jan/Feb	Chrystle Hall
131	Student Center Support - KSC and library staff, etc.		09/26/07	01/31/08		Open labs, drop-in support, etc.	Chrystle Hall
132	Student Ambassadors, Student Leadership		09/26/07	01/31/08			Heather Kruse/Amber West-Martin
133	Milestone Task	33	09/26/07	11/09/07			
134	Finalization of System	105	09/26/07	02/19/08		Section allows for final review of BPs,complete tasks as team confirms BPs	
135	Functionality (Summer, Fall Terms)	53	09/26/07	12/07/07			
136	Assess Setup/Other Functional Requirements	48	09/26/07	11/30/07			
137	Admissions	10	10/22/07	11/02/07	100%		Stella Napoles
138	Finalization of Business Process for Admissions	25	11/01/07	12/07/07	100%		Maggie Cullop/Stella Napoles
139	Class Schedule	20	10/08/07	11/02/07	100%		Maggie Cullop/Alicann Lunceford
140	Assess Impact on Class Schedule	10	10/22/07	11/02/07	100%	Complete as per DO	Maggie Cullop/Alicann Lunceford
141	Class Pub/ Bug Fix Assessment	10	10/22/07	11/02/07	100%	Complete as per DO	MC,GC,Rio researching
142	Non-Credit Courses Added to Catalog	20	10/08/07	11/02/07	100%	Complete for Initial Conversion	Bob Duke
143	Map to Legacy Class Sections	20	10/08/07	11/02/07	100%	Complete for Initial Conversion	Bob Duke
144	LEC/LAB Classes Mapped in Legacy	20	10/08/07	11/02/07	100%	Complete for Initial Conversion	Alicann Lunceford
145	Finalization of Business Process for Scheduling	25	11/01/07	12/07/07	100%		Maggie Cullop
146	Student Records	1	09/26/07	09/26/07	100%		Stella Napoles
147	Finalize Term Setup for FA Rollover	25	10/01/07	11/02/07	100%	Complete as per DO	Stella Napoles
148	Finalize Term/Session and Acad Calendr to 2010	1	09/26/07	09/26/07	100%	Complete as per DO thru summer 2009	Stella Napoles
149	Finalization of all Student Records Business Processes	25	11/01/07	12/07/07	100%		Maggie Cullop
150	Student Financials	10	10/22/07	11/02/07			Augustine Erpelding
151	Finalization of Business Process for Student Financials	25	11/01/07	12/07/07			Jo Ann Caufield
152	Financial Aid	41	10/05/07	11/30/07			Jo Ann Caufield
153	Develop Plan for Cleansing of Consortiums/Legacy	5	10/05/07	10/11/07	100%		Jo Ann Caufield
154	Review FA Transition Addendum	5	10/08/07	10/12/07	100%		Jo Ann Caufield
155	Review Aid Year Calendar	5	10/08/07	10/12/07	100%	Matrix with deadline dates communicated to FA Council.	FA Council
156	Finalize PELL and Campus Budgets	1	10/12/07	10/12/07	100%		Jo Ann Caufield
157	Finalize Global Rules/Item Types	6	10/12/07	10/26/07	100%		Jo Ann Caufield
	Collaborate (FA & SF) to test MCCD_SF_1560 SF-FA						
158	Exception Report & id any necessary changes.	7	10/19/07	10/26/07	100%		GW & SCC
159	Collaborate (FA & SF) to address Unapplied Credits	7	10/19/07	10/26/07			GW & SCC
160	Finalize FA Notifications	11	10/12/07	10/26/07	100%		Jo Ann Caufield
161	Finalize Denial Letters	11	10/12/07	10/26/07	100%		Jo Ann Caufield
162	Finalize Award Messages	14	10/12/07	10/31/07	100%		Jo Ann Caufield
163	Prioritize outstanding reports needing to be spec'd	9	10/29/07	11/06/07	100%		PV
164	Work with Reporting Team to spec as needed	9	10/29/07	11/06/07	75%		FA Council/PV
165	Test reports	9	10/29/07	11/06/07	25%		FA Council/SCC
166	Finalize FA Item Type Award Messages	6	11/02/07	11/09/07	100%		Jo Ann Caufield
167	Assist in testing Ability to Benefit		11/06/07			Char to develop document for use by colleges.	Each college to test.
168	Finalize Aid Year Setup	6	11/09/07	11/16/07	100%		Jo Ann Caufield
169	Finalize Checklists	12	11/09/07	11/26/07	100%		Jo Ann Caufield
170	Finalize Packaging Plans	16	11/09/07	11/30/07	100%		Jo Ann Caufield
171	Validate Rollover of selected FA tables	21	11/26/07	12/07/07		Each college will be responsible to testing their tables.	Each college to test.

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	Task Name	Duration (in Days)	Start	Finish	% Completed	Notes	Resource Names
172	Finalization of all Financial Aid Business Processes	25	11/01/07	12/07/07			Jo Ann Caufield
173	Clarify tracking needs for undoc. Students.	21	12/01/07	12/21/07			SCC
174	Review Maricopa Online for FA self service during transition	21	12/01/07	12/21/07			GW
175	Clarify ACG grant needs	21	12/01/07	12/21/07			GCC & SCC
176	Test Autotracking	16	01/02/08	01/18/08		ISIRS need to load first.	Each college to test.
177	Assist in full system testing	30	01/02/08	02/01/08			Jo Ann Caufield
178	Collaborate with FA team in meeting with SallieMae to establish foundation for transmission of loan information.	45	01/02/08	02/15/08	100%	N/A PVCC is Direct Lending	PC
179	Identify and spec reports for post implementation	45	01/02/08	02/15/08			Jo Ann Caufield
180	Test reports needed for post implementation	45	01/02/08	02/15/08			Jo Ann Caufield
181	Degree Audit	30	09/26/07	11/06/07			Maggie Cullop
182	Enhance Documentation	30	09/26/07	11/06/07		Not Distributed by DO as yet	Maggie Cullop
183	Finalization of Business Processes for Degree Audit	25	11/01/07	12/07/07	90%		Maggie Cullop
184	Update Project Plan w/Detail	5	12/03/07	12/07/07		To Be Provided by Derinda	
185	Conversion	73	10/15/07	02/06/08			All functional areas
186	Conversion Run 2	20	10/15/07	11/16/07	100%	(District) To be provided by District	
187	Mapping and Setup	9	10/15/07	10/25/07	100%		
188	View Results in CSOTST01	5	11/09/07	11/16/07	100%	Verify any known conversion issue	
189	Conversion Run 3	21	11/13/07	12/20/07	100%		
190	Mapping and Setup	9	11/13/07	11/27/07	100%	Complete as per DO	
191	View Results in CSOTST01	5	12/13/07	12/20/07	100%	Verify any known conversion issue	
192	Conversion Run 4	26	12/14/07	02/06/08			
193	Mapping and Setup	9	12/14/07	01/11/08			
194	View Results in CSOTST01	5	01/31/08	02/06/08		Verify any known conversion issue	
195	Testing	41	12/10/07	02/04/08			
196	System / Integration Testing	41	12/10/07	02/04/08			
197	Identify Participants	10	12/10/07	12/21/07	100%	Original Testers	JoAnn Caufield
198	Participate in Testing w/DO	21	01/07/08	02/04/08		As Identified in Test Plan when Available	
199	Deployment	47	12/17/07	02/19/08			
200	Update Go-Live Checklist	22	12/17/07	01/15/08			
201	Execute Go-Live Checklist	25	01/16/08	02/19/08			
202	Go-Live	1	02/19/08	02/19/08			