Timeline

This is the timeline of all key activities required to implement the solution.

Activity	Start Date	End Date	Resource	Planned Duration
Project Introduction	07/20/14	07/28/15	All Department Heads	7 months 8/1/14-2/31/15
Project Review	7/28/14	7/31/14	All Department Heads	3 days
Platform Identification	7/31/14	8/3/14	Marketing, IT	4 days
Platform Proposal	8/4/14	8/7/14	Leadership Finance, IT, Marketing	3 days
Platform Purchase	8/7/14	8/7/14	Marketing, Finance	1 day
Platform Server Site Set-up	8/8/14	8/11/14	IT	3 days
Site Upload and content Uploading	8/15/14	10/31/14	Marketing	3 Months
Beta testing by all departments	11/1/14	11/7/14	All Departments	1 week
End-Beta Testing	11/7/14	11/10/14	All Departments	1 day
Platform Overview	11/10/14	11/20/14	All Departments	10 days

Beta Adjustments	11/20/14	12/31/14	IT, Marketing	1 month plus 10 days
Content Upload and Management	11/20/14	2/15/15	Marketing	3 months
Training Materials	1/1/15	2/31/15	Training, Marketing	1 month
Rollout of the Completed System	2/24/15	2/31/15	Marketing and Leadership	1 week
Extended Education and Training	2/31/15	5/31/15	Training, HR and Education Departments	3 months

1) Project Introduction (identify vision, objectives, ownership and objectives for the project) All department heads are to outline their vision of the perfect system.

2) Project Review - All department heads are to outline their vision of the perfect system. Each department will report their needs and requirements for the new enterprise web-based operation

3) Platform Identification – Both the IT and Marketing Teams will identify the appropriate platform for the enterprise program/site to be built upon. This will include all of the requirements and requests from the other departments.

4) Platform Proposal – Leadership, Finance, IT and Marketing will review the proposals. Consensus decision on the best will be decided.

5) Platform Purchase – Marketing will take point on contacting vendor of the platform and obtain an invoice for Finance. Finance will make payment to the vendor. IT will work the vendor to get the application and package onto the server. IT will also purchase the necessary hardware to support the enterprise system.

6) Beta-testing – All departments can being beta-testing their part of the system.

7) End-Beta testing – Each department is to make notes about their requests, questions and the success of fullfing their requirements.

8) Platform Overview – All departments present their Beta testing results. Marketing and IT will compile the results and begin to formulate solutions to the Beta Results

9) Content Upload and Management – Marketing will continue to upload content information into the new enterprise/website system.

10) Training and Marketing Department will put together an education and training programs that will teach the users how to operate the system. (this would videos, classes and manuals).

11) Rollout of the Completed System – Leadership and Marketing will do a Roll-out Program and Webex of the new system to all metros. With all of the information and collateral on how the system works.

12) Extended Education and Training – Training and Education Departments will offer classes/ webex video conference calls / videos to support the users. HR will use the training materials for all new hires in the future.