




WAVE 1 - IMPLEMENTATION TEAM PLANNING TASKS

as of July 14, 2014

	Business Owner identified	Project Manager / Leader assigned	AE staff assigned	Charter started / drafted	Timeline established	Milestones set	Deliverables identified	Charter approved	Roles/Responsibilities/Representation identified	Team / Work Group populated	Project orientation materials prepared	Communication materials prepared	Team Leader orientation Plan started / drafted	Kickoff meeting completed	Team resources activated	Kickoff meeting materials prepared	Kickoff meeting completed	
Projects																		
Strategic Purchasing (MRO, Scientific, Office Supplies, Computer Bundles)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X
Email & Calendaring	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Data Center Aggregation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Instructional Space Data Inventory	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Instructional Space Utilization Review Process	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Enterprise Space Scheduling System																		
Instructional Space Utilization Pilot	X	X	X	X	X	X	X	X	X	X	X	X						
Master Academic Instructional Space Schedule																		

X = completed

 = in-process