		May				June					July				August				September					October				November			
Communication Milestones K4-K5 upgrade	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Key Milestone Dates																															
Weblogin (Preview page launched)				5/22																											
Communicate to Org about Weblogin			5/18																												
Weblogin (Live)									6/22																						
- ESD Code Complete										7/1																					
- Testing Begins										7/1																					
- Documentation writing begins										7/2																					
- Training Materials Completed												7/20																			
- Pilot Training to internal organizations														7/25																	
- IT Services/Kerberos Team/														7/24																	
- Essential Stanford Desktop Rollout																	8/15														
- Training Begins (tech support) Residential Computing																				9/5											
- Training to Staff (LNA's, Departs, Schools, Help Desk)																		8/20													
- Students Return from Summer Break																						9/19									
- Fall Classes begin																							9/25								
Communications Rollout to Students																						9/19									
Communications Rollout to Faculty/Staff																								10/10							
IT Services Fair																											10/31				

		May				June					July				August				September					October				November			
Communication Milestones - Weblogin	**Comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Milestone Dates																															
Weblogin (Preview page launched)					5/22																										
Communicate to Org about Weblogin			5/18																												
Weblogin (Live)									6/22																						
- Students Return from Summer Break																						9/19									
- Fall Classes begin																							9/25								
Communications Rollout to Students																						9/19									
Communications Rollout to Faculty/Staff																								10/10							
IT Services Fair																											10/31				
Weblogin Preview Launch				5/15																											
Submit Changes to Team																															
- Rewrite Computer Login screens		5/5																													
- Write FAQ section		5/5																													
Final approval from Kerberos Team (JP etc. etc.)				5/13																											
- Sneak Peak Page Available					5/22																										
- Weblogin Goes Live									6/22																						
Public Relations																															
- Speak with Stanford Communications Office																															
- contact: Scott Stalker				5/17 send email					follow-up emai																						
- Write up for Stanford Daily (advertising@daily.stanford.edu/723-2555 ext400)				5/17 send email					follow-up emai																						
- Write up for Stanford Report (news-services@lists.stanford.edu)/quarterly pub				5/17 send email					follow-up emai																						
- contact (news-service@lists.stanford.edu)				5/17 send email					follow-up emai																						
Speaking of Computers (Eleanor Brown)				5/17 send email					follow-up emai																						
Admin Newsletter (Kathleen Sexton ksexton@stanford.edu/univ-admin-info@lists.stanford.edu)				5/17 send email					follow-up emai																						
Supervisors Update (Judith Moss/jmoss@stanford.edu)				5/17 send email					5/17 send email																						
Expert Partners (is there a newsletter?) Robin McClish				5/17 send email					follow-up emai																						
ITS in BITS (itsinbits-submissions@lists.stanford.edu)				5/17 send email					follow-up emai																						
Good AS News (John Klemm)				5/17 send email					follow-up emai																						
Post to TIPS Website (Jane Marcus)				5/17 send email					follow-up emai																						
Email Blasts to the following organizations:																															
Draft emails for group distribution																															

		May				June					July				August				September					October				November			
Communication Milestones - Weblogin	**Comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
- TIPS				5/17 send email				6/19 send email	6/22 send email																						
- IT Services				5/17 send email				6/19 send email	6/22 send email																						
- Adminstrative Systems				5/17 send email				6/19 send email	6/22 send email																						
- Campus IT				5/17 send email				6/19 send email	6/22 send email																						
- Stanford Staffers				5/17 send email				6/19 send email	6/22 send email																						
- Account Managers for emails to Clients				5/17 send email				6/19 send email	6/22 send email																						
- Expert Partners				5/17 send email				6/19 send email	6/22 send email																						
- contact Robin McClish				5/17 send email				6/19 send email	6/22 send email																						
- Help Desk (Tier 1 and Tier 2)				5/17 send email				6/19 send email	6/22 send email																						
lists for Adminstrative Applications Peoplesoft/Oracle/Kronos/Pinnacle/Sundial				5/17 send email				6/19 send email	6/22 send email																						
- Residential Computing				5/17 send email				6/19 send email	6/22 send email																						
University Management Group				5/17 send email				6/19 send email	6/22 send email																						
Present to the following organizations to be done with Kerberos Rollout			5/12 sent email																												
- TIPS (Jane Marcus)					send preview email																										
- Campus IT (Jan Cicero)			5/12 sent email		send preview email																										
- Help Desk			5/12 sent email		send preview email																										
- contact: Steve Mclenegan (Tier 1)			5/12 sent email		send preview email																										
- contact: Tom Goodrich (Tier 2)			5/12 sent email		send preview email																										
- Computer Resource Consulting (Jan Cicero)			5/12 sent email		send preview email																										
- Expert Partners (Robin McClish)					send preview email																										
- LNA's Alvin Chew			5/12 sent email		send preview email																										

		May				June					July				August				September					October				November			
Communication Milestones - Weblogin	**Comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
- RCC's Rich Holten/holeton@stanford.edu					send preview email																										
Send Email out to Account Managers about presenting to Clients			5/8 email sent		send preview email																										
- Liz Goessinger																															
(represents: Administrative Systems)																															
- Phil Reese																															
(represents: GSB, Research Compliance, Dean of Research)																															
- Meighan McWilliam																															
(represents: Res/Dining, Libraries, Athletics, EHS, Highwire Press, Continuing Studies, Carnegie Inst																															
- Jane Marcus																															
(represents:																															
- Nan Mckenna																															
(represents:																															

		May				June					July				August				September					October				November			
Communication Milestones -ESD	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Milestone Dates																															
Weblogin (Preview page launched)				5/22																											
Communicate to Org about Weblogin			5/18																												
Weblogin (Live)									6/22																						
- ESD Code Complete										7/1																					
- Testing Begins										7/1																					
- Documentation writing begins										7/2																					
- Training Materials Completed												7/20																			
- Pilot Training to internal organizations														7/25																	
- IT Services/Kerberos Team/														7/24																	
- Essential Stanford Desktop Rollout																	8/15														
- Training Begins (tech support) Residential Computing																				9/5											
- Training to Staff (LNA's, Departs, Schools, Help Desk)																		8/20													
- Students Return from Summer Break																						9/19									
- Fall Classes begin																							9/25								
Communications Rollout to Students																						9/19									
Communications Rollout to Faculty/Staff																								10/10							
IT Services Fair																											10/31				
email to KPOP users begins		C																													
Marketing/Communications																															
- Meet with TJ/Christopher Kittle				5/17		5/31																									
- needs are Posters/Flyers/Postcards/Ads/Postits for Computers																															
- Brain storming meeting to discuss adveritising				5/17		5/31																									
- First pass at artwork/concepts													7/21																		
- Final drafts of marketing materials																	8/15														
Final Prints are in ready for rollout																															
Communications Begins (to Students)																					9/19										
Place flyers in Dorms (halls, study rooms)																					9/19										
- hire temp workers for this? Ask Joyce																															
Upgrade info in Welcome Home Packets																	8/15														
Place ads in Stanford Daily (Sept when students return)																							9/25								
Communications Begins (to Campus)																								10/2							
Post Flyers in Breakrooms and other public areas																								10/2							
- hire temp workers for this? Ask Joyce																															
- place ad in Stanford Daily																								10/2							
IT Fair																											10/31				
- place ad in Stanford Daily																											10/31				
Public Relations																															
- Stanford Communications Office (Scott Stocker)	C. Kittle is contact person																														
- Write up for Stanford Daily Michael O. Situ [michael.situ@daily.stanford.edu]	asked about notice and rates		5/8																												
- Write up for Stanford Report (Michael Pena/michael.pena@stanford.edu) quarterly pub			5/8																												
Speaking of Computers (Eleanor Brown)			5/8																												

		May				June					July				August				September					October				November			
Communication Milestones -ESD	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Supervisors Update (Judith			5/8																												
Expert Partners (is there a newsletter?)/Robin McClish			5/8																												
ITS in BITS (itsinbits-submissions@lists.stanford.edu)			5/8																												
Good AS News (John Klemm)																															
Post to TIPS Website (Jane Marcus)																															
Email Blasts to the following organizations:																															
Draft email Blasts: (tailor to each group)																															
- TIPS																	8/15						10/1 recap								
- IT Services																	8/15						10/1 recap								
- Adminstrative Systems (univ-admin-info@lists.stanford.edu																	8/15						10/1 recap								
- Campus IT																	8/15						10/1 recap								
- Stanford Staffers																							10/1								
- Account Managers for emails to Clients																	8/15						10/1 recap								
- Expert Partners Robin McClish																															
- Help Desk (Tier 1 and Tier 2)																	8/15						10/1 recap								
lists for Adminstrative Applications Peoplesoft/Oracle/Kronos/Pinnacle/Sundial																							10/1 recap								
- RCC's Rich Holten/holeton@stanford.edu																							10/1 recap								
- LNA's Alvin Chew																							10/1 recap								
University Management Group																															
Present to the following organizations																															
- TIPS (Jane Marcus)			req to get on calendar																												
- Campus IT (Jan Cicero)			req to get on calendar																												
- Help Desk																															
- contact: Steve Mclenegan (Tier 1)																															
- contact: Tom Goodrich (Tier 2)																															
- Computer Resource Consulting (Jan Cicero)																															
- Expert Partners (Robin McClish)																															
- LNA's Alvin Chew			5/10																												
- RCC's Rich Holten/holeton@stanford.edu																															
presenting to Clients			5/8																												
- Liz Goessinger																															
(represents: Administrative Systems)																															
should we wait to rollout to Financial Systems since they will be in year end?																															
- Phil Reese *																															
(represents: GSB, Research Compliance, Dean of Research)																															
- Meighan McWilliam																															
(represents: Res/Dining, Libraries, Athletics, EHS, Highwire Press, Continuing Studies, Carnegie Inst																															
- Jane Marcus																															

		May				June					July				August				September					October				November			
Communication Milestones -ESD	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
(represents:																															
- Nan Mckenna																															
(represents:																															

		May				June					July				August				September					October				November			
Communication Milestones - Training	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
Target Audience: LNA's, RCC's, CRC's, Faculty/Staff and Students																															
Milestone Dates																															
Weblogin (Preview page launched)				5/22																											
Commencement Freeze						06/02-06-19																									
Communicate to Org about Weblogin			5/18																												
Weblogin (Live)									6/22																						
- ESD Code Complete										7/1																					
- Testing Begins										7/1																					
- Documentation writing begins										7/2																					
- Training Materials Completed												7/20																			
- Pilot Training to internal organizations														7/25																	
- IT Services/Kerberos Team/														7/24																	
- Essential Stanford Desktop Rollout																	8/15														
- Training Begins (tech support) Residential Computing																				9/5											
- Training to Staff (LNA's, Departs, Schools, Help Desk)																		8/20													
- Students Return from Summer Break																						9/19									
- Fall Classes begin																							9/25								
Communications Rollout to Students																						9/19									
Communications Rollout to Faculty/Staff																									10/10						
IT Services Fair																											10/31				
Coding Complete Testing Begins										7/1																					
- Write Training Materials										7/5 - 7/20																					
L Pilken create documentation										7/5 - 7/20																					
- Training Materials Completed												7/20																			
Training																															
- Speak with Leni Silberman about training		5/5																													
(Campus Training is Kathleen Sexton)					5/22																										
- Speak with Rich Holeton about Training to	sent email 5/18			5/18						6/25																					
- speak with Lois Brooks (Academic Computing)	sent email 5/18			5/18						6/25																					
[illegible] McCabe)										6/25																					
- web based training															8/1 - 11/05																
- create user based training (webased)																			9/1 - 9/15												
- in person training (to LNA's, through Axess)															8/1 - 11/05																
Email to IT Support Reps about training															8/4																
- Train RCC's when they return to Campus																			9/1												
Train Help Desk															8/4																
Commencement FREEZE						06/2-06/19																									
Weblogin/SPNEGO Training:																															
Preview Date					5/22																										
Live Date									6/22																						
- Video Helplet (training bit)	first cut seen 5/15, unable to happen per Leni 5/18																														
- follow up with Leni					5/24																										
- final version							6/8																								
- upload on site									6/19																						
Create Training Materials				5/19																											
Presentations:																															
CRC Presenation on Weblogin SPNEGO					5/22																										
TIPS																															
LNA's										6/27																					
Help Desk Level 1 and 2																															
RCC's																															
Academic Computing																															
Custom Training to Clients: Weblogin	email sent to AMs 5/15																														
- Liz Goessinger																															
(represents: Administrative Systems)																															
- Phil Reese *																															
(represents: GSB, Research Compliance, Dean of Research)																															

		May				June					July				August				September					October				November			
Communication Milestones - Training	**comments**	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
- Meighan McWilliam																															
EHS, Highwire Press, Continuing Studies, Carnegie Inst																															
- Jane Marcus																															
(represents:																															
- Nan Mckenna																															
(represents:																															
ESD Launch																	8/15														
ESD Training																	8/15 - 10/31														
- Video Helplet (training bit)	follow up on 6/25																														
- follow up with Leni																															
- final version																															
- upload on site																															
Create training documents															8/1 - 8/15																
First Draft															8/5																
Review of draft																8/7															
Hand off to Documentation Group (linda pilken)																8/8															
Documentation Completed																	8/15														
Create Presentation Materials (based on training documents)															8/5																
- First draft and review																8/7															
- Final draft																	8/15														
PC/MacLeland (NIM) Training:																															
- TIPS																															
- CRC																															
- LNA's										6/27																					
- RCC's																															
- Academic Computing																															
Custom Training to Clients: ESD	email sent to AMs 6/25																8/15 - 10/31														
- Liz Goessinger																															
(represents: Administrative Systems)																															
- Phil Reese *																															
(represents: GSB, Research Compliance, Dean of Research)																															
- Meighan McWilliam																															
- Jane Marcus																															
(represents:																															
- Nan Mckenna																															
(represents:																															