

V8 Project Institutional Readiness Task Checklist
May – October, 2008

revised: **5/29/2008**

	Due Date	Group	Task
<input type="checkbox"/>	05/16/08	ALL	Ensure Swiftview for AP and EX checkprinting is installed and functioning correctly on computer of person who is going to do this in production (this is a component of UAT homework) by 5/16 email to psfin_upgrade@usg.edu attn: Donna, with verification.
<input type="checkbox"/>	05/16/08	ALL	Ensure bank has provided approval for check, positive pay, EFT, and ACH (this is a component of UAT homework) by 5/16 email to psfin_upgrade@usg.edu attn: Donna, with verification.
<input type="checkbox"/>	05/23/08	ALL	Identify Key Users: Workflow Administrator, Chartfield Administrator, Expenses Administrator, Expenses Cash Advance Administrator, ePro Administrator
<input type="checkbox"/>	05/23/08	ALL	eProcurement: Identify and provide list of Department Manager IDs (spreadsheet)
<input type="checkbox"/>	05/30/08	ALL	Active Employees, Core Financials Users, and Self Registration in HRMS (final)
<input type="checkbox"/>	05/30/08	ALL	eProcurement: Identify and provide list of Project / Grant Manager IDs (spreadsheet)
<input type="checkbox"/>	05/31/08	ALL	Data Clean Up with Month End Close
<input type="checkbox"/>	06/01/08	ALL	PSFIN V8 Security Workshop registration
<input type="checkbox"/>	06/06/08	ALL	Submit List of Traditional End Users per Module with email addresses
<input type="checkbox"/>	06/06/08	ALL	Assign Expense department level 1 approvers
<input type="checkbox"/>	06/13/08	ALL	Assign Expense department level 2 approvers
<input type="checkbox"/>	06/18/08	ALL	Quarterly Update Meeting, Macon State
<input type="checkbox"/>	06/20/08	ALL	Submit Updated Training Plan
<input type="checkbox"/>	06/20/08	ALL	Assign Expense reviewers
<input type="checkbox"/>	06/20/08	ALL	Assign Expense project manager approvers
<input type="checkbox"/>	06/27/08	ALL	Assign Expense Approver delegates
<input type="checkbox"/>	06/27/08	ALL	Assign Expenses AP Auditors
<input type="checkbox"/>	06/30/08	ALL	Certified Trainer Webinar
<input type="checkbox"/>	06/30/08	ALL	Data Clean Up with Month End Close
<input type="checkbox"/>	06/30/08	ALL	New Employees, Core Financials Users, and Self Registration in HRMS

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<input type="checkbox"/>	06/30/08	ALL	Update All campus representative lists (Campus Coordinators, Tech Reps, End User Support, Security Administrators, Campus Upgrade Reps, Certified Trainers)
<input type="checkbox"/>	06/30/08	ALL	Assign Expense AP auditors
<input type="checkbox"/>	07/16/08	ALL	IR web conference call: PRE-Production -Review Deployment Checklist
<input type="checkbox"/>	07/23/08	Group 1	Super User Training – Open Registration Ends (May 5 – Jul 23)
<input type="checkbox"/>	07/25/08	ALL	Institution development of Queries in FPLAY 89
<input type="checkbox"/>	07/25/08	Group 1	Complete Pre-Deployment Checklist
<input type="checkbox"/>	07/29/08	ALL	Data Clean Up with Month End Close
<input type="checkbox"/>	07/29/08	ALL	New Employees, Core Financials Users, and Self Registration in HRMS
<input type="checkbox"/>	08/06/08	Group 1	Complete Security Request Form (Bring to Security Workshop)
<input type="checkbox"/>	08/06/08	Group 1	PSFIN V8 Security Workshop
<input type="checkbox"/>	08/06/08	Group 1	Finalize local Business Processes and Documentation measured by Chelle calling to confirm completion - by 3 weeks prior to Go Live
<input type="checkbox"/>	08/15/08	Group 1	Certified Trainer Attend a Super User Training Course
<input type="checkbox"/>	08/15/08	Group 1	Communication to Local Campus users - copy OIIT on communications to users by 2 weeks prior to Go Live (need list); Sign in procedures, Training Docs, Business Processes, Workstation configuration, UPK, System Availability
<input type="checkbox"/>	08/15/08	Group 1	Super User Training (7/28/08 – 8/15/08)
<input type="checkbox"/>	08/20/08	Group 1	IR web conference call: Production -Review Deployment Checklist
<input type="checkbox"/>	08/20/08	Group 2	Super User Training – Open Registration Ends (May 5 – Aug 20)
<input type="checkbox"/>	08/21/08	Group 1	Verify technical architecture; Firewall, Email, Banner links (non-hosted institutions) (OIIT hosts 6 schools: Albany, Atlanta Metro, Bainbridge, FVSU, GGC, Savannah, Waycross)
<input type="checkbox"/>	08/26/08	ALL	Active Employees, Core Financials Users, and Self Registration in HRMS
<input type="checkbox"/>	08/26/08	ALL	Data Clean Up with Month End Close
<input type="checkbox"/>	08/26/08	ALL	Month End Close – Close August accounting period (period 2)
<input type="checkbox"/>	08/26/08	Group 1	Complete Deployment Checklist including closing all vouchers, Pos, Reqs, Cash Advances, etc
<input type="checkbox"/>	09/03/08	Group 1	Go-Live!

	Due Date	Group	Task
<input type="checkbox"/>	09/03/08	Group 2	Complete Pre-Deployment Checklist
<input type="checkbox"/>	09/10/08	Group 2	Complete Security Request Form (Bring to Security Workshop)
<input type="checkbox"/>	09/10/08	Group 2	PSFIN V8 Security Workshop
<input type="checkbox"/>	09/10/08	Group 2	Finalize local Business Processes and Documentation measured by Chelle calling to confirm completion
<input type="checkbox"/>	09/12/08	Group 2	Certified Trainer Attend a Super User Training Course
<input type="checkbox"/>	09/12/08	Group 2	Super User Training – (8/25/08 – 9/12/08)
<input type="checkbox"/>	09/19/08	Group 2	Communication to Local Campus users - copy OIIT on communications to users; Sign in procedures, Training Docs, Business Processes, Workstation configuration, Help Desk procedures, UPK, system availability
<input type="checkbox"/>	09/24/08	Group 2	IR web conference call: Production -Review Deployment Checklist
<input type="checkbox"/>	09/26/08	Group 2	Verify technical architecture; Firewall, Email, Banner links (non-hosted institutions) (OIIT hosts 6 schools: Albany, Atlanta Metro, Bainbridge, FVSU, GGC, Savannah, Waycross)
<input type="checkbox"/>	09/30/08	ALL	Active Employees, Core Financials Users, and Self Registration in HRMS
<input type="checkbox"/>	09/30/08	ALL	Data Clean Up with Month End Close
<input type="checkbox"/>	09/30/08	ALL	Month End Close – Close September accounting period (period 3)
<input type="checkbox"/>	10/01/08	Group 2	Complete Deployment Checklist including closing all vouchers, POs, Reqs, Cash Advances, etc
<input type="checkbox"/>	10/08/08	Group 2	Go-Live!
<input type="checkbox"/>	08/03/08 08/04/08 08/05/08	Group 1	Campus Upgrade Reps in Athens for Pre-production upgrade
<input type="checkbox"/>	08/31/08 09/01/08 09/02/08	Group 1	Campus Upgrade Reps in Athens for Go-Live production upgrade
<input type="checkbox"/>	09/07/08 09/08/08 09/09/08	Group 2	Campus Upgrade Reps in Athens for Pre-production upgrade
<input type="checkbox"/>	10/05/08 10/06/08 10/08/08	Group 2	Campus Upgrade Reps in Athens for Go-Live production upgrade

	Due Date	Group	Task
<input type="checkbox"/>	hold	ALL	Define Expense Workflow Configuration Option, determine the number of Department approval levels
<input type="checkbox"/>			
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<input type="checkbox"/>			
<input type="checkbox"/>			