

Agency Implementation Plan Timeline Quick Reference

<i>Guidebook Section</i>	<i>Timeline</i>
3.1 Agency Policies and Procedures	
3.1.1 Assess Impact of Statewide Policy and Procedure	An initial set of Statewide Policies and Procedures has been delivered as of March 2006. All high priority policies and procedures will be published four months prior to Wave 1 Go-Live.
3.1.2 Revise Agency Policies and Procedures	<p>Must be completed two months prior to Go-Live.</p> <p style="text-align: center;">Wave 1 – 05/02/07</p> <p style="text-align: center;">Wave 2 – 08/01/07</p> <p style="text-align: center;">Wave 3 – 10/02/07</p> <p style="text-align: center;">Wave 4 – 01/03/08</p>
3.1.3 Implement New Agency Policies and Procedures	<p>Begins no later than one month prior to Go-Live and continues until the Agency's revised policies and procedures have been fully implemented.</p> <p style="text-align: center;">Wave 1 – 06/01/07</p> <p style="text-align: center;">Wave 2 – 08/31/07</p> <p style="text-align: center;">Wave 3 – 11/02/07</p> <p style="text-align: center;">Wave 4 – 02/04/08</p>
3.2. Aspire Workforce Transformation and Role Mapping	
3.2.1 Audit Workforce Transformation Assessment	Begins 08/28/06, ends 9/22/2006 – 4 weeks.
3.2.2 Role Mapping – Review and Update	Begins 10/19/06, ends 12/18/06 – 4 weeks.
3.2.3 Develop Workforce Transformation Action Plans	Begins 12/01/06 – 12/31/06.
3.2.4 Execute Workforce Transformation Action Plans	Begins 01/02/07 – 01/31/07
3.2.5 Role Mapping – Maintain Ongoing	Ongoing activity

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3.3 Data Conversion for FLAIR	
3.3.1 Perform Initial Data Mapping	Must be completed by May 25, 2006.
3.3.2 Perform Cleansing of FLAIR Data	Beginning May 15, 2006 and continuing up to three weeks prior to Go-Live for each Wave. Wave 1 – 06/11/07 Wave 2 – 09/10/07 Wave 3 – 11/12/07 Wave 4 – 02/11/08
3.3.3 Participate in Mock Data Conversions and Review Results	Beginning September 15, 2006 (for UAT) and continuing up to 30 days prior to Go-Live for each Wave. Wave 1 – 06/02/07 Wave 2 – 08/31/07 Wave 3 – 11/02/07 Wave 4 – 02/04/08
3.3.4 Resolve Conversion Errors	Beginning September 15, 2006 (for UAT) and continuing up to 30 days prior to Go-Live for each Wave. Wave 1 – 06/02/07 Wave 2 – 08/31/07 Wave 3 – 11/02/07 Wave 4 – 02/04/08
3.4 Data Conversion for Business Systems	
3.4.1 Perform Data Cleansing for Business Systems	Must be completed four months prior to Go-Live. Wave 1 – 03/02/07 Wave 2 – 06/01/07 Wave 3 – 08/03/07 Wave 4 – 11/02/07

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3.4.2 Test Data Conversion for Business Systems	<p>Must be completed three months prior to Go-Live.</p> <p>Wave 1 – 01/04/07 – 04/02/07</p> <p>Wave 2 – 04/02/07 – 07/02/07</p> <p>Wave 3 – 06/04/07 – 09/03/07</p> <p>Wave 4 – 09/03/07 – 12/03/07</p>
3.4.3 Convert Data for Business Systems	<p>Must participate in Mock Conversions prior to Go-Live and per assigned Wave. Must be completed two months prior to Go-Live.</p> <p>Wave 1 – 05/02/07</p> <p>Wave 2 – 08/01/07</p> <p>Wave 3 – 10/02/07</p> <p>Wave 4 – 01/03/08</p>
3.4.4 Review Conversion Results for Business Systems	<p>Must be completed one month prior to Go-Live.</p> <p>Wave 1 – 05/03/07 – 06/01/07</p> <p>Wave 2 – 08/02/07 – 08/31/07</p> <p>Wave 3 – 10/03/07 – 11/02/07</p> <p>Wave 4 – 01/04/08 – 02/04/08</p>
3.4.5 Resolve Conversion Errors for Business Systems	<p>Must be completed one month prior to Go-Live.</p> <p>Wave 1 – 05/03/07 – 06/01/07</p> <p>Wave 2 – 08/02/07 – 08/31/07</p> <p>Wave 3 – 10/03/07 – 11/02/07</p> <p>Wave 4 – 01/04/08 – 02/04/08</p>
3.5 Business System Remediation	
3.5.1 Analyze Business Systems for Remediation	<p>Each agency indicates their estimated timeframe to analyze the business systems they will utilize.</p>

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3.5.2 Develop Change Specifications for Business Systems	A specific determination will be made by the owning Agency for each business system as to whether the modifications will be completed in time to support end-to-end testing of Aspire interfaces (if applicable) during User Acceptance Testing (UAT), (i.e., December 18, 2006). This determination will be reported to the Project Aspire team as soon as it has been made.
3.5.3 Perform Technical Set Up for Business System Development/Testing	Each agency indicates their estimated timeframe to perform technical set up of their business systems. Must be completed prior to business system coding changes and testing. January 2007
3.5.4 Perform Modifications of Business Systems	Each agency indicates their estimated timeframe to modify their business systems. Project Aspire will use this information to manage its own resources that support Agency integration efforts and provide summary progress reports to stakeholders.
3.5.5 Test Modifications of Business Systems	Each agency indicates their estimated timeframe to test modifications of their business systems. January 2007 – March 2007.
3.5.6 Migrate Modifications of Business System to Production	Each agency indicates their estimated timeframe to migrate their business systems. Must be completed one month prior to Go-Live. Wave 1 – 06/02/07 Wave 2 – 08/31/07 Wave 3 – 11/02/07 Wave 4 – 02/04/08
3.6 Interface Development	
3.6.1 Perform Detailed Interface Analysis	Each agency indicates their estimated timeframe to analyze the interfaces they utilize.
3.6.2 Develop Change Specifications for Interfaces	Each agency indicates their estimated timeframe to develop change specifications for interfaces.
3.6.3 Perform Technical Set Up for Interface Development/Testing	Each agency indicates their estimated timeframe to perform technical set up for interface development/testing. Must be completed prior to interface coding changes and testing (Section 3.5.5). January 2007

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3.6.4 Build Agency Interfaces	Each agency indicates their estimated timeframe to build agency interfaces. Must be completed prior to December 18, 2006 to be tested in User Acceptance Testing (UAT).
3.6.5 Test Agency Interfaces	Wave 1: 04/10/07 – 06/06/07 Wave 2: TBD Wave 3: TBD Wave 4: TBD
3.6.6 Acceptance of Interfaces with Project Aspire	Must be completed prior to wave testing for each wave (schedule below). Wave 1: 06/08/07 – 06/21/07 Wave 2: TBD Wave 3: TBD Wave 4: TBD
3.6.7 Migrate Interface Modifications to Production	After interfaces are fully tested and prior to Cut-Over to Aspire. Wave 1: 06/08/07 – 07/02/07 Wave 2: TBD Wave 3: TBD Wave 4: TBD
3.7 User Acceptance Testing	
3.7.1 Review User Acceptance Test Documentation	11/09/06 – 12/04/06
3.7.2 Participate in Creating User Acceptance Test Scripts	11/09/06 – 12/04/06
3.7.3 Participate in User Acceptance Testing Training	12/18/06 – 01/23/07

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3.7.4 Participate in User Acceptance Testing	01/24/07 – 03/21/07
3.8 Agency Wave Testing	
3.8.1 Create Agency Wave Test Plan	<p>Must be completed four months prior to Go-Live.</p> <p>Wave 1 – 01/02/07 – 03/02/07</p> <p>Wave 2 – TBD</p> <p>Wave 3 – TBD</p> <p>Wave 4 – TBD</p>
3.8.2 Review Agency Wave Test Plan with Project Aspire	<p>Three months prior to Go-Live.</p> <p>Wave 1 – 04/02/07</p> <p>Wave 2 – TBD</p> <p>Wave 3 – TBD</p> <p>Wave 4 – TBD</p>
3.8.3 Execute Agency Wave Testing	<p>Wave testing will begin prior to each wave rollout (1-4). The schedule is as follows:</p> <p>Wave 1: April 10, 2007 – June 28, 2007</p> <p>Wave 2: TBD</p> <p>Wave 3: TBD</p> <p>Wave 4: TBD</p>
3.9 Final System Setup	
3.9.1 Verify Aspire-User Access	<p>Begins five weeks prior to Go-Live and ends the week prior to Go-Live.</p> <p>Wave 1 – 05/28/07 – 06/25/07</p> <p>Wave 2 – 08/27/07 – 09/24/07</p> <p>Wave 3 – 10/29/07 – 11/26/07</p> <p>Wave 4 – 01/28/08 – 02/25/08</p>

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3.9.2 Agency Technical Infrastructure Validation	<p>Must be completed prior to wave testing for each wave (schedule below).</p> <p style="text-align: center;">Wave 1: 04/30/07 – 06/25/07</p> <p style="text-align: center;">Wave 2: TBD</p> <p style="text-align: center;">Wave 3: TBD</p> <p style="text-align: center;">Wave 4: TBD</p>
3.9.3 Update Configuration Data	<p>Will begin prior to participation in Mock Conversions (Task 3.3.3) and end prior to execution of wave testing</p> <p style="text-align: center;">Wave 1: 08/01/06 – 04/10/07</p> <p style="text-align: center;">Wave 2: TBD</p> <p style="text-align: center;">Wave 3: TBD</p> <p style="text-align: center;">Wave 4: TBD</p>
3.9.4 Perform Subsidiary File Cleansing	<p>Must be completed immediately prior to Go-Live.</p> <p style="text-align: center;">Wave 1 – 03/29/07 – 06/29/07</p> <p style="text-align: center;">Wave 2 – 06/28/07 – 09/28/07</p> <p style="text-align: center;">Wave 3 – 08/30/07 – 11/30/07</p> <p style="text-align: center;">Wave 4 – 11/29/07 – 02/29/08</p>
3.10 Aspire-User Support	
3.10.1 Identify Aspire-User Support Specialist	<p>Five months prior to the Agency's Go-Live date. Agency determines estimated time frame to begin task.</p> <p style="text-align: center;">Wave 1 – 02/02/07</p> <p style="text-align: center;">Wave 2 – 05/01/07</p> <p style="text-align: center;">Wave 3 – 07/03/07</p> <p style="text-align: center;">Wave 4 – 10/02/07</p>
3.10.2 Identify Agency SWAT Team Member(s)	<p>Five months prior to the first (Wave One) Go-Live date. Agency determines estimated time frame to begin task.</p> <p style="text-align: center;">02/02/07</p>

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3.10.3 Attend User Support Specialist Training	<p>User Support Specialist training will occur approximately twelve weeks prior to Go-Live. To be scheduled by Agency based on Aspire Training Schedule.</p> <p style="text-align: center;">Wave 1 – 04/09/07</p> <p style="text-align: center;">Wave 2 – 07/09/07</p> <p style="text-align: center;">Wave 3 – 09/10/07</p> <p style="text-align: center;">Wave 4 – 12/10/07</p>
3.10.4 Attend System Administrator Training	<p>System Administrator Training will occur approximately eight weeks prior to Go-Live. To be scheduled by Agency based on Aspire Training Schedule.</p> <p style="text-align: center;">Wave 1 – 05/07/07</p> <p style="text-align: center;">Wave 2 – 08/06/07</p> <p style="text-align: center;">Wave 3 – 10/08/07</p> <p style="text-align: center;">Wave 4 – 01/07/08</p>
3.10.5 Attend SWAT Team Training	<p>SWAT team training will occur approximately twelve weeks prior to the first Go-Live. Periodic SWAT classes will be provided during waves two through four as needed (e.g., if the need for SWAT team members and turnover warrants recruiting new members who are unfamiliar with the SWAT duties, processes, resources and tools). To be scheduled by Agency based on Aspire Training Schedule.</p> <p style="text-align: center;">Wave 1 – 04/09/07</p> <p>Subsequent Training for new SWAT Team Members available:</p> <p style="text-align: center;">Wave 2 – 07/09/07</p> <p style="text-align: center;">Wave 3 – 09/10/07</p> <p style="text-align: center;">Wave 4 – 12/10/07</p>

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3.10.6 Mobilize SWAT Team	<p>Begins one month prior to Go-Live and continues 30 days past Go-Live.</p> <p style="text-align: center;">Wave 1 – 06/02/07 – 08/03/07</p> <p style="text-align: center;">Wave 2 – 08/31/07 – 11/02/07</p> <p style="text-align: center;">Wave 3 – 11/02/07 – 01/04/08</p> <p style="text-align: center;">Wave 4 – 02/04/08 – 04/04/08</p>
3.10.7 Participate in Daily Aspire Support Meeting/Conference Call	June 25, 2007 – June 30, 2008.
3.10.8 Participate in Lessons Learned Mentoring Events	September 2007 – February 2008.
3.11 Aspire-User Training	
3.11.1 Assess Agency-Specific Training Needs	<p>Must be completed six months prior to Go-Live.</p> <p style="text-align: center;">Wave 1 – 01/02/07</p> <p style="text-align: center;">Wave 2 – 04/02/07</p> <p style="text-align: center;">Wave 3 – 06/01/07</p> <p style="text-align: center;">Wave 4 – 09/03/07</p>
3.11.2 Develop Agency-Specific Training	<p>Must be completed three months prior to Go-Live. Agency-specific training that prepares Aspire users for Aspire training (such as computer skills and/or basic accounting principles) must be completed prior to beginning the Aspire training period which is two months prior to Go-live.</p> <p style="text-align: center;">Wave 1 – 04/02/07 – 04/16/07</p> <p style="text-align: center;">Wave 2 – 07/02/07 – 07/16/07</p> <p style="text-align: center;">Wave 3 – 09/03/07 – 09/12/07</p> <p style="text-align: center;">Wave 4 – 12/03/07 – 12/06/07</p>

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3.11.3 Deliver Agency-Specific Training	<p>Must be completed one to two months prior to Go-Live. Agency-specific training that prepares Aspire users for Aspire training (such as computer skills and/or basic accounting principles) must be completed prior to beginning the Aspire training period which is two months prior to Go-live.</p> <p style="text-align: center;">Wave 1 – 4/16/07 – 05/02/07</p> <p style="text-align: center;">Wave 2 – 07/16/07 – 07/30/07</p> <p style="text-align: center;">Wave 3 – 09/12/07 – 09/25/07</p> <p style="text-align: center;">Wave 4 – 12/06/07 – 12/19/07</p>
3.11.4 Identify Training Support Staff for Aspire	<p>Must be completed five months prior to Go-Live. Agency determines estimated time frame to begin task.</p> <p style="text-align: center;">Wave 1 – 02/02/07</p> <p style="text-align: center;">Wave 2 – 05/01/07</p> <p style="text-align: center;">Wave 3 – 07/03/07</p> <p style="text-align: center;">Wave 4 – 10/02/07</p>
3.11.5 Attend Training Support Preparation Kickoff	To be determined.
3.11.6 Attend Training Support Specialist Training	<p>Occurs 2-4 weeks prior to the beginning of the Aspire training period per wave. Between:</p> <p style="text-align: center;">Wave 1 – 04/09/07 – 05/04/07</p> <p style="text-align: center;">Wave 2 – 07/09/07 – 08/03/07</p> <p style="text-align: center;">Wave 3 – 09/10/07 – 10/05/07</p> <p style="text-align: center;">Wave 4 – 12/07/07 – 01/04/08</p>
3.11.7 Facilitate and Manage Training Registration	<p>Begins three months prior to Go-Live and ends at Go-Live.</p> <p style="text-align: center;">Wave 1 – 04/02/07 – 07/02/07</p> <p style="text-align: center;">Wave 2 – 07/02/07 – 10/01/07</p> <p style="text-align: center;">Wave 3 – 09/03/07 – 12/03/07</p> <p style="text-align: center;">Wave 4 – 12/03/07 – 03/03/08</p>

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3.11.8 Attend & Complete Aspire Training	Begins eight weeks prior to Go-Live and ends at Go-Live. Wave 1 – 05/07/07 – 07/02/07 Wave 2 – 08/06/07 – 10/01/07 Wave 3 – 10/08/07 – 12/03/07 Wave 4 – 01/07/08 – 03/03/08
3.11.9 Establish Facilitated Labs (Optional)	Agency determines timeline.
3.11.10 Manage Facilitated Labs (Optional)	Agency determines timeline.
3.12 Agency Specific Communications	
3.12.1 Assess Agency-Specific Communication Needs	Begins September 15, 2006.
3.12.2 Develop Agency-Specific Communications Plan	Begins September 15 2006.
3.12.3 Provide Agency-Specific Communications	Must be completed up through Go-Live.
3.13 Agency Readiness	
3.13.1 Conduct Change Readiness Survey	TBD
3.13.2 Review Agency Implementation Guidebook	The Agency Implementation Guidebook should be reviewed beginning July 2006 and continue ongoing.
3.13.3 Track and Manage Agency Risks	Begins August 1, 2006 and ends at Go-Live. Monthly risk assessment meetings are recommended. Within two months of Go-Live, it is recommended that these meetings be conducted weekly or more frequently, if necessary.

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3.13.4 Track and Manage Agency Issues	Begins August 1, 2006 and ends at Go-Live.
3.13.5 Complete Implementation Checklists	Begins 01/02/07 and continues through Go-Live as items are completed.
3.13.6 Resolve Issues from Checklists	Begins 01/02/07 and continues through Go-Live.
3.13.7 Validate Agency's Overall Readiness	<p>Begins six months prior to Go-Live.</p> <p style="padding-left: 40px;">Wave 1 – 01/02/07</p> <p style="padding-left: 40px;">Wave 2 – 04/02/07</p> <p style="padding-left: 40px;">Wave 3 – 06/01/07</p> <p style="padding-left: 40px;">Wave 4 – 09/03/07</p>
3.13.8 Measure & Communicate Readiness to Project Aspire	Begins August 1, 2006 with weekly reporting activities.
3.14 Agency Cut-Over Activities	
3.14.1 Review Aspire Deployment and Cut-Over Plan	February 1, 2007 – February 28, 2007
3.14.2 Develop Agency Cut-Over Plan	<p>Must be completed four months prior to Go-Live. For Wave 1, the creation of an Agency Cutover Plan will be concurrent with the review of the Aspire Deployment and Cutover Plan.</p> <p style="padding-left: 40px;">Wave 1 – 02/01/07 – 03/02/07</p> <p style="padding-left: 40px;">Wave 2 – Agency determines start date – 06/01/07</p> <p style="padding-left: 40px;">Wave 3 – Agency determines start date – 08/03/07</p> <p style="padding-left: 40px;">Wave 4 – Agency determines start date – 01/02/08</p>

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3.14.3 Monitor and Revise Agency Cut-Over Plan	<p>Must be started four months prior to Go-Live.</p> <p style="padding-left: 40px;">Wave 1 – 03/02/07</p> <p style="padding-left: 40px;">Wave 2 – 06/01/07</p> <p style="padding-left: 40px;">Wave 3 – 08/03/07</p> <p style="padding-left: 40px;">Wave 4 – 11/02/07</p>
3.14.4 Execute Agency Cut-Over Plan	<p>Should begin two months prior to Go-Live and continue through Go-Live.</p> <p style="padding-left: 40px;">Wave 1 – 05/02/07</p> <p style="padding-left: 40px;">Wave 2 – 08/01/07</p> <p style="padding-left: 40px;">Wave 3 – 10/02/07</p> <p style="padding-left: 40px;">Wave 4 – 01/03/08</p>