Replacing LConnect

2013

A Technology Acquisition Project conducted to replace Wentworth Institute of Technology's portal with up-to-date technology

Wentworth Institute of Technology_____

Wentworth Institute of Technology

Address   550 Huntington Ave, Boston, MA 02115

Contact   Mark Staples- Chief Information Officer

Leslie Vaughn- Associate Vice President for IT

Dana Spielvogel- Partner

Victoria Armishaw- Partner

Christopher Finneran – Partner

Samantha Rosario- Partner

Telephone   Mark Staples- 617.989.4592

Leslie Vaughn- 617.989.4510

Email   Mark Staples- staplesm@wit.edu

Leslie Vaughn- vaughnl@wit.edu

Dana Spielvogel- spielvogeld@wit.edu

Victoria Armishaw- armishawv@wit.edu

Christopher Finneran- finneranc@wit.edu

Samantha Rosario- rosarios@wit.edu

Website   www.wit.edu

Partners/Managers: Victoria Armishaw, Christopher Finneran, Samantha Rosario, Dana Spielvogel, Mark Staples, Leslie Vaughn

Year Established   1904

Type of Firm   Academic Institute

Division   Division of Technology Services

Industry Preferences: Web Infrastructure, Security, Internet Applications, Accessibility

Target Audience: Wentworth Students, Parents, Faculty, Staff, Alumni, and Trustees

Company News

Wentworth Chief Information Officer, Mark Staples, has announced the development of a more advanced, personalized, and authentic institute portal to be utilized by the students, staff, parents, alumni, and trustees.

Key Process

We will meet with our project stakeholders and present them with other available portals that we can potentially operate under. We will develop and utilize the best personalized website/ portal so our stakeholders can receive the most out of their "Wentworth" experience.

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<u>Business Need</u>

1. Context

Wentworth Institute of Technology provides students, faculty and trustees access to general and personal information through a secure portal called LConnect. Stakeholders can access information such as:

- Grades
- Tuition Bills
- Financial Aid
- Class Registration/Schedule
- School Calendar

Each of these types of information are crucial for stakeholders to access.

Wentworth Institute of Technology uses this portal for stakeholders to access secure information depending on which position is held; student, faculty, trustee. The online portal allows stakeholders to access their information 24/7. In this day in age it is necessary to provide instant accessibility to stakeholders' secure information.

2. Business Need

- Need the ability to apply technology to create an exclusive experience for a Wentworth Institute of Technology community member.
- Need to simplify layout for a more user-friendly platform
- Need to eliminate unnecessary content to make site more relevant.

3. Supporting Facts

Wentworth Institute of Technology has over 4,000 students, faculty members and trustees that have access to Lconnect. Wentworth Institute of Technology currently uses the system, Luminus IV from Sungard Higher Education. This system is rapidly becoming obsolete. The system provides a large amount of frustration for stakeholders due to its out of date technology.

4. Assumptions

We expect a 50 percent increase in the average visits to the site per week.

5. Approvals

Received project approvals from our major project sponsor Mark Staples.

Project Charter

1. Executive Summary
LConnect currently provides students, faculty and trustees access to general and personal information through a secure portal. There is an opportunity to acquire technology that will be more efficient and provide access to all stakeholders including students, faculty, trustees, parents and alumni.

2. Business Need
- Need the ability to apply technology to create an exclusive experience for a Wentworth Institute of Technology community member.
- Need to simplify layout for a more user-friendly platform.
- Need to eliminate unnecessary content to make site more relevant.

3. Project Objectives
To implement a new efficient and personalized portal where students, faculty, trustees and parents can interact and access their secure information.

4. Impact Assessment
If business need is met:
- Site will become a staple in the lives of its stakeholders.
- Alleviate community-wide frustration.
- More desirable for prospective stakeholders, creating a competitive advantage.
If business need is not met:
- Site will become obsolete.
- Increase frustrations due to lack of updated technology.
- Lose potential stakeholders due to competitor's developments.

5. Measures of Success
This project will be successful if the number of stakeholders frequenting the site increases significantly and the difficulties are eliminated. A way to measure this improvement would be a 50 percent increase in the average visits to the site per week.

6. Scope
This project is creating and implementing a new and efficient system for stakeholders. This project is not a renovation of the current portal.

7. Risks
- Stakeholder satisfaction could suffer due to changes.
- Site could see less traffic due to this implementation.
- Vendor does not meet the required expectations.

8. Time Constraints

This project must be completed prior to semester completion due to stakeholder's accessibility.
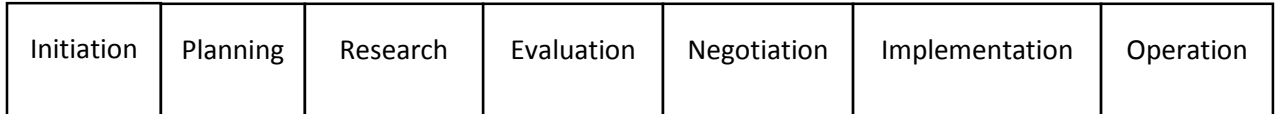
9. Project Stakeholder and Sponsor Approvals

Received project acceptance and approval from our major project sponsor, Mark Staples.

<u>Project Plan</u>

1. **Project Management Plan**
   The following diagram represents the project life cycle that will be used to manage this project:

Initiation	Planning	Research	Evaluation	Negotiation	Implementation	Operation

   The detailed project schedule is attached to the appendix of this document.

2. **Risk Management Plan**
   Risks will be managed using the institute's program database and reviewed in the weekly Project Plan Review Meetings.

   The steps taken to manage risk are:
   1. Log Risk
   2. Define Risk Responses
   3. Execute Risk Responses
   4. Update Risk & Responses
   5. Review Risk & Responses at meeting

3. **Issue Management Plan**
   Issues will be managed using the institute's program database and reviewed in the week Project Plan Review Meetings.

   The steps taken to manage issues are:
   1. Log Issue
   2. Define Issue Solution
   3. Resolve Issue
   4. Update Issues
   5. Review Issues at meeting

4. **Change Management Plan**
   Changes will be managed using the institute's program database and reviewed in the weekly Project Plan Review Meetings.

   The steps taken to manage change are:
   1. Log Change Request
   2. Review Change Request at meeting
   3. Update Change Request

5. **Quality Management Plan**
   The project team will test the solution using the institute standard testing procedures prior to implementation to ensure quality.

6. **Product Management Plan**
   Modifications to the vendor's product will be tracked and managed in the institute's database. There will be a weekly product change review meeting with the vendor.

7. **Human Resources Plan**
   The roles and responsibilities of each team member are as follows:
   - Team Leader
     - Divides tasks up for each member
     - Participates in these tasks
     - Oversees project schedule and budget
     - Maintains organization within group
     - Motivates members to complete objectives
   - Research Analyst
     - Researches potential vendors
     - Seeks and obtains information on vendors and project
     - Determines best vendor
     - Contacts vendors and references
   - Communicator
     - Acts as liaison for team to project sponsor
     - Sets up meetings with stakeholders and project sponsor
     - Mediates project meetings
     - Provides agendas for project meetings
   - Technology Coordinator
     - Technology expertise
     - Manages PowerPoint for final presentation
     - Handles all technology related issues

8. **Cost Management Plan**
   Costs will be logged in the institute's project accounting system weekly, and the project team will review the reports in the Project Plan Review Meeting.

Implementing a Better LConnect Decision Scoring Matrix	Key: 0- Doesn't Meet, 1- Weak Meets, 2- Meets, 3- Strong Meets, 4- Exceeds				
Description	Points	Campus EAI	Luminis IV (current)	Microsoft Sharepoint	Open Text
Functionality					
Personalization		1	2	2	3
Development Cycle		3	2	3	3
Microsoft Exchange Compatible (email)		4	3	4	4
Blackboard Compatible		4	4	1	3
Tablet/Mobile Phone Compatible		4	1	4	3
Link to Social Media Websites		4	0	1	2
Video Compatible		4	0	1	1
Integrated with Wentworth Services		4	4	3	4
Ease of Customization		4	1	0	3
Total	36	**32**	**17**	**19**	**26**
Technology					
Tablet/Mobile version		4	0	3	3
single sign on		4	4	4	4
Secures Information		4	4	3	4
Ensures Authentication		4	3	3	3
Offers Realtime Updates		4	1	0	2
Total	20	**20**	**12**	**13**	**16**
Strategic Partnership Potential					
Supplier Profile		4	3	3	3
Training		4	2	3	3
Support		4	2	3	3
Experience		4	3	2	3
Implementation Plan		4	4	3	3
24/7 Customer Service		4	2	3	3
Total	24	**24**	**16**	**17**	**18**
Costs		3	4	4	3
Initial Costs		3	4	4	3
Ongoing Costs	8	**6**	**8**	**8**	**6**
Total					
Total Score	**88**	**82**	**53**	**57**	**66**

Letter of Transmittal

Dear Prospective Vendor,

Wentworth Institute of Technology, a private institution, is in the process of finding a strategic vendor to partner with us in providing a modern and efficient online portal. The current portal Wentworth Institute of Technology uses is called "LConnect," and we feel the opportunity exists to replace our portal with an updated system through a vendor, allowing us to focus on reaching our business need. Implementing a new vendor to oversee our updated portal system would result in an optimized school information system to be utilized by our stakeholders that would generate the most satisfaction toward our target audience.

Wentworth Institute of Technology provides our stakeholders with important information regarding the college and what is relevant to what they need to know. We relay this information currently to them through our LConnect system which holds different categories and tabs for each stakeholder to visit when they reach our portal. This current form of the LConnect system isn't being utilized in the most efficient way possible and doesn't seem to generate much traffic through the portal by our main target audience, our enrolled students.

Traffic through our current LConnect system isn't at as high as a rate as Wentworth would expect our main portal to be at. We expect the volume of traffic to double the amount of users utilizing the new program when implemented. As we move to the future, we intend to make our college portal more appealing to our stakeholders in many different ways. We will design a new system that will allow stakeholders to personalize their main Wentworth web page with what they want to be on it instead of making our users view extraneous information that has no value to them. By doing so, we plan on generating more portal views than ever before and this will give our stakeholders the full feeling of the "Wentworth" experience. Our budget for this project is still in the making and will be finalized when we start to hear back from vendors and their proposed cost for their assistance.

This request for proposal is meant to define and document our functional needs for our new portal system and also establish a consistent basis on which portal system management vendor proposals can be judged.

This request for proposal and all materials being submitted by Wentworth Institute of Technology are to be treated as strictly confidential. As a prospective portal system vendor, you must not forward and such materials or otherwise disclose their content to any third party for evaluation or for any other purpose without Wentworth's written consent.

Please carefully review the guidelines for Proposals established in the RFP. Your proposal should describe in detail your application's functionality, technological merit, competitive costing, ease of use, technical assistance plans as well as specifically all

associated costs. Prospective portal system vendors should develop and present their costs with the intention that it represents the "last, final and best" price. Your ability to meet clearly and precisely he needs outlines in the RFP will directly impact our evaluation process. Wentworth Institute of Technology reserves the right to modify the general scope of the RFP prior to proposal submission.

Vendors who apply creatively and flexibly, along with their resident in-house knowledge and expertise, will enhance the consideration their proposal receives. Multiple solution scenarios or variations on a theme may be offered. The requirements outlines in Sections I and II must be met.

For informational purposes, this RFP and your proposal will also be provided to Wentworth's Department of Technical Services at Wentworth Institute of Technology.

We appreciate your consideration and assistance in this matter and look forward to receiving your proposal.

Sincerely,

Victoria Armishaw
Samantha Rosario
Dana Spielvogel
Christopher Finneran

Wentworth Institute of Technology

Request for Proposal
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RFP

1 General Information
1.1 Purpose of the RFP
The purpose of the request for proposal is to establish the functional, operational and technical requirements for the procurement of a portal system that best meets Wentworth Institute of Technology's requirements.

1.2 RFP Communications
Please direct all communications/correspondence regarding this RFP to:

Mark Staples
Wentworth Institute of Technology
550 Huntington Avenue
Boston, MA 02115
(617) 123-4567

1.3 Timeline
Vendor, demo, review and site visit   Early October
RFP submission date   October 17th
Proposal due date   October 21st
Vendor selection and contracts   November 8th-11th

1.4 Vendor Responses
Prospective vendors are required to submit 6 copies of their proposals. Send all copies to Mark Staples no later than January 26th

1.5 Effective Dates of Pricing
Prospective vendors should state in writing that all furnished information, including pricing, will remain valid and applicable for a minimum of one hundred twenty days from the date their proposal is received.

1.6 Vendor Site Visits
Wentworth Institute of Technology reserves the right to inspect any and all vendor facilities, which will be used to support the proposed portal system solution.

1.7 Evaluation Criteria
Prospective vendor proposals will be evaluated using the following general criteria:
- Ability to satisfy functional business requirements
- Ability to satisfy technical and integration requirements
- Strategic partnering potential
- Cost

1.8 Right to Reject
Wentworth receives the right to accept or reject any and/or all submitted proposals and request additional information from all prospective vendors.

1.9 Marketing References
Prospective vendors may not make any reference to the project in any literature, promotional material, brochures or sales presentations, or make any other commercial use of Wentworth Institute of Technology.

2. Vendor Guidelines
2.1 RFP Response Format
Prospective vendors should make every attempt to use terminology in their proposal that is consistent of that of Wentworth Institute of Technology and this RFP.

2.2 Exceptions to the RFP
Prospective vendors may find instances where their operations do not function in a manner consistent with the specifications in the RFP.

2.3 Confidentiality
This RFP and all our materials submitted must be considered confidential.

3. Product Information
Prospective vendors should include an overview of their total portal system solution.

4. Functionality requirements

Functionality Requirements

#	Requirement	Rating	Response
1	Personilization		
2	Development Cycle		
3	Microsoft Exchange Compatible (email)		
4	Blackboard Compatible		
5	Tablet/Mobile Phone Compatible		
6	Link to Social Media Websites		
7	Video Compatible		
8	Integrated with Wentworth Services		
9	Ease of Customization		

5. Technology Requirements

Technology Requirements

#	Requirements	Rating	Response
1	Tablet/Mobile version		
2	single sign on		
3	Secures Information		
4	Ensures Authentication		
5	Offers Realtime Updates		

6 Strategic Partnership Potential

Strategic Partnership Potential

#	Requirements	Rating	Response
1	Supplier Profile		
2	Training		
3	Support		
4	Experience		
5	Implementation Plan		
6	24/7 Customer Service		

6.1 Vendor Profile

Prospective vendors must provide the following information:
- Describe your company's background and relationship to online portals for university use. Please state historical dates, parent company if any and mode of operations
- Is this your company's only business? If no, please list other industries your company is involved in.
- What are your future plans within the online portal industry?
- Provide annual reports and/or financial statements for the years 2012 and 2011
- Describe any legal issues or constraints that could conceivably affect a relationship with Wentworth Institute of Technology.

6.2 Training

Prospective vendors must provide the following information:
- Describe in detail your standard training program as well as installation assistance provided with your system
- What system documentation is available and included in the price of the system
- What additional training does your company offer?

6.3 Support

Prospective vendors must provide the following information:
- Describe your warranties
- Describe maintenance plans available with your system
- What are you response times?
- Describe the assistance that is available through your help desk, and during which hours it is available
- Do you have a disaster recovery plan? Please describe.
- How frequently are preventative maintenance checks performed? Is there any preventative maintenance Wentworth Institute of Technology will have to perform?
- Describe your company's policy regarding upgrades.

6.4 Experience

Briefly describe your largest or most significant installation to date and the experience it provided that you can leverage with Wentworth Institute of Technology. Your answer should indicate the initial size of the installation, the amount of integration and your specific role in the installation.

6.5 Implementation Plan

Prospective vendors must provide the following information:
- Describe your system implementation process
- Describe your installation/implementation procedures
- What is a typical implementation time frame?
- What role would you play in the implementation?
- How much of the system could be installed by January 9th, 2014? (start of spring 2014 semester)

6.6 Thought Leadership

Because portals used by universities, colleges and institutes are fundamental to the success of providing secure information to its shareholders, explain how you could provide leadership to Wentworth Institute of Technology by providing advanced functionality.

6.7 References

Please provide a minimum of three customer references. The following characteristic are desired:

- Schools between 2,000 and 15,000 students
- Functionality similar to our requirements
- Customization
- Integration
- Implementation

7 Costs

7.1 Initial Costs

The initial proposal should outline a price quote and all pricing options available to support the following:

- 4,000 students plus additional faculty and staff
- Training
- Implementation

7.2 Long term Costs

Please state all costs in dollars, not percentages. Assume 24/7 support and explain the nature of this support. Document basis for support cost increases and maximum increases for the next five years.

- Fixed annual rate
- Usage charges
- Onsite support rates
- Bug fixes

7.3 Payment Options

Prospective vendors are encouraged to include payment option information.

Negotiation Strategy

1. Summary

The project team has selected Campus EAI as the vendor of choice. Open Text was a close second, and the project team feels confident that both vendors are capable of reaching our objectives for the LConnect replacement project. For this reason, our team has full authority to negotiate the best financial package with either of the two vendors.

2. Initial Terms

	Campus EAI	Open Text
Initial Cost		
- Software	$15,000	$5,000
- Training	$5,000	$2,500
- Total	$20,000	$7,500
Ongoing Support Cost		
- Annual Support	$15,900	$6,500

3. Agendas

L-Connect Replacement Agenda:
- Negotiate the best financial package with vendor.

Vendor Agenda:
- Maximize revenue
- Leverage vendor's name recognition

4. Leverage

L-Connect Replacement Leverage
- Name recognition (Wentworth Institute of Technology)
- Information about competition (other vendors)
- Ability to walk away from the table

Vendor Leverage
- Time

5. Objectives

Negotiate the best financial package with the vendor that will provide the most satisfaction to our stakeholders.

6. Strategy

Leverage that both vendors can meet objectives, the financial package will be the most important factor in determining which vendor will be chosen.

7. Potential Tactics

- Give both vendors the opportunity to improve their financial package
- Once vendor is selected try to improve their package further
- The vendor who wasn't chosen may drastically reduce their price. Use this information for the selected vendor
- Create a time based bidding war

8. Negotiation Team

- Purchasing Lead – Dana Spielvogel
  - o Strive for most aggressive deal
- Project Manager – Victoria Armishaw
  - o Facilitate continued communication
- Business Lead – Chris Finneran
  - o Communicate potential future business to vendor
- Stakeholder Representative – Samantha Rosario
  - o Keep in mind stakeholders needs/wants

Deal Sheet

The following table represents the vendor's initial bid, LConnect Replacement team's minimum, and LConnect Replacement team's goals.

#	Term	Initial	Minimum	Goal
1	Software	16,000	20,000	15,000
2	Consulting	2,000	3,000	1,000
3	Annual Support	1,000	1,500	1,000
4	Training	5,000	7,000	5,000
5	Implementation Date	12/5/2013	12/5/2013	12/5/2013

Project Implementation and Operations Plan

After deciding on our chosen vendor, we will have to design, develop, test, and deploy the new system.

Design:

- Make sure vendor customizes the system to meet our specific negotiated requirements.
- Vendor needs to the new system within our environment and with other systems within our business
- Must scrutinize and define any gaps between the vendors product and our requirements

Develop:

- Develop a database to help organize priority, status, and ownership of all the system change requests that are being managed.
- Develop integration of the old system to the new one.

Test:

- Verify the quality and capability of the new system.
- Vendors will be in charge of thoroughly testing their solutions, compatibility, customization, and interfaces with other systems, performance, user acceptance and results in test pilot if necessary.

Deployment:

- Accept the new vendor.
- Negotiate start date of new system utilization.
- Review negotiations with training of the new system between the selected vendor and Wentworth Institute of Technology

Project Closure Report

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General Project Information

	Description
Project Name	Replacing LConnect
Project Description	To implement a new efficient and personalized portal where students, faculty, trustees and parents can interact and access their secure information.
Project Team	Victoria Armishaw, Christopher Finneran, Dana Spielvogel, Samantha Rosario
Project Sponsor	Mark Staples

	Baseline	Actual	Variance
Start Date	9.12.13	9.12.13	0 days
Finish Date	12.05.13	11.21.13	14 days

Management Effectiveness

All elements of a project according to "Technology Acquisition: Buying the Future of Your Business" were applied throughout the project as required. The key project management deliverables and activities included-

- Business Need
- Project Charter
- Project Schedule
- Project Plan
- Decision Scoring Matrix
- Request for Proposal
- Risk Management
- Weekly Project Status Meeting
- Lessons Learned

Lessons Learned

The main issue that our project team saw was finding a mutually convenient time to meet and negotiate with our project sponsor. We overcame this issue by trying to plan time to meet in advance, because our sponsor was in such high demand.

Administrative Closure

- Technology Acquisition Executive Summary
- Project Team Member Reviews
- Project Closure Form

Contract Closure

Contract was formed between the vendor and the project team to ensure that all requirements were met for the project.

Information Distribution & Archive

All of the data from our Technology Acquisition project has been recorded and archived in our project binder.

Appendix A: Project Close-Out Approval

The undersigned acknowledge they have reviewed the **Project Close-Out Form** and agree with the approach it presents. Changes to this **Project Close-Out Form** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____   Date: _____

Print Name: Victoria Armishaw

Role: Project Leader

Signature: _____   Date: _____

Print Name: Christopher Finneran

Role: Research Analyst

Signature: _____   Date: _____

Print Name: Dana Spielvogel

Role: Communicator

Signature: _____   Date: _____

Print Name: Samantha Rosario

Role: Technology Coodinator

Appendices

A.1. Project Schedule

A.2. Team Evaluations*

      A. Finneran's evaluation

      B. Armishaw's evaluation

      C. Spielvogel's evaluation

      D. Rosario's evaluation

*Evaluations can be found in Project Binder

ID	Task Name	Duration	Start	Finish
	Lconnect Implementation Project	84 Days	9/12/2013	12/5/2013
1	Project Start Date	1 Day	9/12/2013	
2	Initiation	5 Days	9/12/2013	9/16/2013
3	**Business Need**	**1 Day**	**9/12/2013**	**9/12/2013**
4	Define Business Need	1 Day	9/13/2013	9/13/2013
5	Business Need Approval	1 Day	9/14/2013	9/14/2013
6	**Project Charter**	1 Day	9/15/2013	9/15/2013
7	Develop Project Charter	1 Day	9/15/2013	9/15/2013
8	Project Charter Approval	1 Day	9/16/2013	9/16/2013
9	Planning	13 Days	9/17/2013	9/30/2013
10	**Project Plan**	**1 Day**	**9/17/2013**	**9/17/2013**
11	Define Stakeholders	1 Day	9/17/2013	9/17/2013
12	Project Kick-Off Meeting	1 Day	9/17/2013	9/17/2013
13	Review Project Plan	1 Day	9/17/2013	9/17/2013
14	**Finalize Vendor List**	3 Days	9/18/2013	9/21/2013
15	Define Vendor List	3 Days	9/18/2013	9/21/2013
16	Select Vendor List	3 Days	9/18/2013	9/21/2013
17	Notify Vendors of List	3 Days	9/18/2013	9/21/2013
18	**Decision Scoring Matrix**	3 Days	9/22/2013	9/26/2013
19	Establish Priorities	3 Days	9/22/2013	9/26/2013
20	Develop Decision Scoring Matrix	3 Days	9/22/2013	9/26/2013
21	Review Decisions Scoring Matrix	3 Days	9/22/2013	9/26/2013
22	Decision Scoring Matrix Approval	3 Days	9/27/2013	9/30/2013
23	Research	20 Days	10/1/2013	10/20/2013
24	**RFP Process**	10 Days	10/1/2013	10/10/2013
25	Create Content	10 Days	10/1/2013	10/10/2013
26	Functional Requirements	10 Days	10/1/2013	10/10/2013
27	Technology Requirements	10 Days	10/1/2013	10/10/2013
28	Strategic Partnership Requirements	10 Days	10/1/2013	10/10/2013
29	Cost Requirements	10 Days	10/1/2013	10/10/2013
30	Create Draft	2 Days	10/11/2013	10/13/2013
31	Review Draft	2 Days	10/11/2013	10/13/2013
32	**Create Final Version**	1 Day	10/14/2013	10/14/2013
33	**RFP Approval**	2 Days	10/15/2013	10/16/2013
34	**Send RFP to Vendors**	1 Day	10/17/2013	10/17/2013
35	**Vendor Proposals Due**	3 Days	10/18/2013	10/20/2013
36	Evaluation	20 Days	10/21/2013	11/11/2013
37	**Proposal Review**	4 Days	10/21/2013	10/25/2013
38	**Vendor Scoring**	4 Days	10/26/2013	10/29/2013
39	**Team Recommendation**	4 Days	10/30/2013	11/3/2013
40	**Decision Process**	4 Days	11/4/2013	11/7/2013
41	**Communicate Decision to Vendors**	4 Days	11/8/2013	11/11/2013
42	Negotiation	5 Days	11/12/2013	11/17/2013
43	**Strategy**	1 Day	11/12/2013	11/12/2013
44	**Planning**	1 Day	11/13/2013	11/13/2013
45	**Contract**	1 Day	11/14/2013	11/14/2013
46	**Contract Approval**	2 Days	11/15/2013	11/17/2013
47	Implementation	12 Days	11/18/2013	11/30/2013
48	**Kick-off**	1 Day	11/18/2013	11/18/2013

49	**Development**	2 Days	11/19/2013	11/21/2013
50	**Testing**	5 Days	11/22/2013	11/27/2013
51	**Training**	2 Days	11/28/2013	11/29/2013
52	**Deployment**	1 Day	11/30/2013	11/30/2013
53	**Operation**	1 Day	11/30/2013	11/30/2013
54	Project Closure	5 Days	12/1/2013	12/5/2013
55	**Technology Acquisition Executive Summary**	1 Day	12/1/2013	12/1/2013
56	**Project Team Member Reviews**	1 Day	12/2/2013	12/2/2013
57	**Project Closure Form**	2 Days	12/3/2013	12/4/2013
58	**Celebrate Success**	1 Day	12/5/2013	12/5/2013