

RED Design™ Model Project Plan



ID	TASK NAME	DURATION	PREDECESSORS	START
1	PROJECT RED IMPLEMENTATION PLAN	121 days		Mon 9/24/12
2	Develop a shared vision, mission, and strategic plan for district 1:1 program	3 days		Mon 9/24/12
3	Create high level vision and goals statement	1 day		Mon 9/24/12
4	Identify targets and performance indicators	1 day	3	Tue 9/25/12
5	Review high level concept plan with key stakeholders	1 day	3	Tue 9/25/12
6	Go/No Go	1 day	5	Wed 9/26/12
7	Draft Project Charter	8 days		Mon 9/24/12
8	Distribute draft Project Charter to reviewers	4 days		Mon 9/24/12
9	Incorporate feedback into draft Project Charter	1 day	8	Fri 9/28/12
10	Finalize working draft Project Charter	1 day	9	Mon 10/1/12
11	Identify project sponsor	1 day	10	Tue 10/2/12
12	Identify Steering Committee	1 day	11	Wed 10/3/12
13	Identify Project Manager	6 days	7	Thu 10/4/12
14	Identify additional project management staff if required	5 days		Thu 10/4/12
15	Choose project planning tool	1 day	14	Thu 10/11/12
16	Adapt planning phase of Project RED Design Gantt chart	2 days		Mon 9/24/12
17	Download prototype Project RED Design Gantt chart from www.projectred.org	1 day		Mon 9/24/12
18	Adjust planning phase to fit local circumstances	1 day	17	Tue 9/25/12
19	Define objectives in support of vision and strategic plan 4	1.5 days	13	Fri 10/12/12
20	Establish project evaluation criteria	7 days		Fri 10/12/12
21	Identify performance parameters	2 days		Fri 10/12/12
22	Identify current performance levels	1 day	21	Tue 10/16/12
23	Define minimum improvement requirements	2 days	22	Wed 10/17/12
24	Define desired goals	2 days	23	Fri 10/19/12
25	Detail district's objectives	9 days	20	Tue 10/23/12
26	Detail district curriculum objectives	3 days		Tue 10/23/12
27	Detail district objectives for school administrators	2 days	26	Fri 10/26/12
28	Detail district objectives for teachers	2 days	27	Tue 10/30/12
29	Detail district objectives for students	2 days	28	Thu 11/1/12
30	Align current district objectives to new strategic Plan	4 days	25	Mon 11/5/12
31	Align district curriculum with new objectives	1 day		Mon 11/5/12
32	Align district objectives for administrators with new plan	1 day	31	Tue 11/6/12
33	Align district objectives for teachers with new plan	1 day	32	Wed 11/7/12
34	Align school objectives for students with new plan	1 day	33	Thu 11/8/12
35	Change Management activities 2	1.5 days	30	Fri 11/9/12
36	Identify chief inhibitors to change in the district	1 day		Fri 11/9/12
37	Develop and administer change capabilities survey	10 days	36	Mon 11/12/12
38	Develop and administer change readiness survey	1.5 days	37	Mon 11/26/12
39	Develop principal readiness evaluation	3 days	38	Tue 11/27/12

ID	TASK NAME	DURATION	PREDECESSORS	START
40	Develop teacher readiness evaluation	3 days	39	Fri 11/30/12
41	Develop matrix of potential inhibitors and potential solutions	3 days	40	Wed 12/5/12
42	Fit-Gap Analysis — Determine gap between current desired states	29 days	20	Tue 10/23/12
43	Define Plan at a high level	14 days		Tue 10/23/12
44	Timeline	3 days		Tue 10/23/12
45	Budget	3 days	44	Fri 10/26/12
46	Pedagogical strategy	1 day	45	Wed 10/31/12
47	Political	2 days	46	Thu 11/1/12
48	Scope (schools, grades, roll out plans, etc)	5 days	47	Mon 11/5/12
49	Make first pass strategic decisions 1	5 days	43	Mon 11/12/12
50	Pedagogical	3 days		Mon 11/12/12
51	Technology	3 days	50	Thu 11/15/12
52	Sacred cows - current systems that are untouchable	3 days	51	Tue 11/20/12
53	Identify strategic timeline to guide the planning	3 days	52	Fri 11/23/12
54	Partners	3 days	53	Wed 11/28/12
55	Conduct Site Survey	8 days		Tue 10/23/12
56	Determine existing equipment and infrastructure by location	3 days		Tue 10/23/12
57	Determine existing curriculum and instructional materials	3 days	56	Fri 10/26/12
58	Determine existing network diagram and Internet connectivity	2 days	57	Wed 10/31/12
59	Classroom hardware Decisions	24 days	13	Tue 10/23/12
60	Student laptops or tablets	3 days		Tue 10/23/12
61	Teacher laptops	3 days	60	Fri 10/26/12
62	Interactive whiteboards	3 days	61	Wed 10/31/12
63	Printers	3 days	62	Mon 11/5/12
64	Document cameras	3 days	63	Thu 11/8/12
65	Still cameras video cameras, etc	3 days	64	Tue 11/13/12
66	Science probeware	3 days	65	Fri 11/16/12
67	Other classroom academic technology	3 days	66	Wed 11/21/12
68	Wireless infrastructure	2 days	13	Tue 10/23/12
69	Access points	1 day		Tue 10/23/12
70	Routers	1 day		Tue 10/23/12
71	Cabling and cabling systems, MDF's and IDF's	2 days		Tue 10/23/12
72	Internet Access	5 days	68	Thu 10/25/12
73	Capacity	5 days		Thu 10/25/12
74	Filtering	1 day		Thu 10/25/12
75	Redundancy	1 day		Thu 10/25/12
76	Growth Plan	1 day		Thu 10/25/12
77	Home Access	1 day		Thu 10/25/12
78	Student 4G Wireless	1 day		Thu 10/25/12
79	Servers	5 days	13	Tue 10/23/12
80	Determine in-building server strategy - servers versus cloud or combination	5 days		Tue 10/23/12
81	Server or appliance for in-building video distribution	5 days		Tue 10/23/12

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82	Server to back up student/teacher data or cloud backup?	5 days		Tue 10/23/12
83	Software	20 days	13	Tue 10/23/12
84	Learning Management Systems	15 days		Tue 10/23/12
85	Email Systems	5 days		Tue 10/23/12
86	Virtual Learning tool SW (shared whiteboards, groupware, etc)	15 days		Tue 10/23/12
87	Assessment Systems	4 days		Tue 10/23/12
88	Data Analytics Systems	15 days		Tue 10/23/12
89	School Interoperability Framework (SIF) Zone Integration servers	20 days		Tue 10/23/12
90	Academic tool Software (Geometers Sketchpad, brainstorming tools, etc	4 days		Tue 10/23/12
91	Classroom management SW - student screen display and lockdown, etc	3 days		Tue 10/23/12
92	Digital core curriculum solutions	1 day		Tue 10/23/12
93	Digital supplemental curriculum solutions	1 day		Tue 10/23/12
94	Data Warehousing and Data Driven Decision making SW	15 days		Tue 10/23/12
95	Social Media Solutions	15 days		Tue 10/23/12
96	Cloud Connectivity Systems	15 days		Tue 10/23/12
97	Single Signon capability	15 days		Tue 10/23/12
98	Other major software functionality	5 days		Tue 10/23/12
99	Professional Learning	5 days	13	Tue 10/23/12
100	Teacher capabilities	5 days		Tue 10/23/12
101	Administrator capabilities	5 days		Tue 10/23/12
102	Change Management/Organizational Development capabilities	5 days		Tue 10/23/12
103	Other HR related readiness issues	5 days		Tue 10/23/12
104	Financial readiness	1 day	13	Tue 10/23/12
105	Current budget status	1 day		Tue 10/23/12
106	Projected financial situation	1 day		Tue 10/23/12
107	Ability/capability to budget as required	1 day		Tue 10/23/12
108	Student demographics	1 day	13	Tue 10/23/12
109	Growing/Shrinking	1 day		Tue 10/23/12
110	Geographical distribution	1 day		Tue 10/23/12
111	Relevant shifts in types of students (E.g. more Title 1, etc.	1 day		Tue 10/23/12
112	Schools and Physical Facilities	15 days		Tue 10/23/12
113	New building plans	15 days		Tue 10/23/12
114	Retrofit plans	15 days		Tue 10/23/12
115	Plans for magnet schools, district charters, etc	15 days		Tue 10/23/12
116	1:1 Readiness Snapshot	5 days	42	Mon 12/3/12
117	Complete the Project RED Readiness instrument	2 days		Mon 12/3/12
118	Funding Models	5 days		Mon 12/3/12
119	Implementations Model	5 days		Mon 12/3/12
120	Administrators Readiness	5 days		Mon 12/3/12
121	Teacher Readiness	5 days		Mon 12/3/12
122	Parent Readiness	5 days		Mon 12/3/12
123	Student Readiness	5 days		Mon 12/3/12

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124	Administrative Procedures	5 days		Mon 12/3/12
125	Student-centered, personalized curriculum	5 days		Mon 12/3/12
126	Technology Readiness	5 days		Mon 12/3/12
127	Create list of project plans per Fit-Gap	5 days	42	Mon 12/3/12
128	Draft Project RED Design Decision Analysis	3 days	127	Mon 12/10/12
129	List all constraints	1 day		Tue 12/11/12
130	List all resource limitations	1 day		Tue 12/11/12
131	Define Project objectives	1 day		Tue 12/11/12
132	Define the Academic Need and Opportunities	2 days		Mon 12/10/12
133	Assess the initial strategic fit	1 day		Tue 12/11/12
134	Assess student impact	1 day		Tue 12/11/12
135	Identify alternative solutions with pros and cons	2 days		Mon 12/10/12
136	Create responses to pros	2 days		Mon 12/10/12
137	Create responses to cons	2 days		Mon 12/10/12
138	Project scope: time, cost, performance	2 days		Mon 12/10/12
139	Project sponsor(s)	2 days		Mon 12/10/12
140	Project Prerequisites / Dependent Projects	2 days		Tue 12/11/12
141	Technical Support	2 days		Tue 12/11/12
142	Estimate resources / schedule for Project Feasibility Analysis	1 day	128	Thu 12/13/12
143	Are staff resources available to do the Analysis	1 day		Thu 12/13/12
144	Is the budget available for the Analysis?	1 day		Thu 12/13/12
145	Draft Initial Project Proposal	10 days	142	Fri 12/14/12
146	Review other schools'/districts' concept plans for ideas	2 days		Fri 12/14/12
147	Conduct team site visits to leading school districts	10 days		Fri 12/14/12
148	Identify learning opportunities for team	1 day		Fri 12/14/12
149	Project RED Webinars	1 day		Fri 12/14/12
150	Project RED Institutes	1 day		Fri 12/14/12
151	Other venues	1 day		Fri 12/14/12
152	Other webinars	1 day		Fri 12/14/12
153	National and local conferences	1 day		Fri 12/14/12
154	Comprehensive reading list posted electronically	1 day		Fri 12/14/12
155	Draft descriptions of implementation teams	1 day		Fri 12/14/12
156	Identify stakeholders and invite to participate	25 days	148	Mon 12/17/12
157	Superintendent	3 days		Mon 12/17/12
158	Unions leaders	3 days		Mon 12/17/12
159	Potential sponsors (e.g. local businesses)	3 days		Thu 12/20/12
160	Local university partners	3 days		Thu 12/20/12
161	County Office of Education	3 days		Tue 12/25/12
162	Curriculum director	3 days		Tue 12/25/12
163	Technology director	3 days		Fri 12/28/12
164	Business director	3 days		Fri 12/28/12
165	Principals	3 days		Wed 1/2/13

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166	Teacher leaders and teacher department heads	3 days		Wed 1/2/13
167	Teachers	3 days		Mon 1/7/13
168	Student leaders	3 days		Thu 1/10/13
169	Community members	3 days		Mon 1/7/13
170	Parent representatives	3 days		Thu 1/10/13
171	Student representatives	3 days		Wed 1/16/13
172	Define how stakeholders will benefit from the implementation	3 days		Wed 1/16/13
173	Draft Feasibility Analysis	1 day 148		Mon 12/17/12
174	Compare Alternative Solutions	1 day		Mon 12/17/12
175	Cost	1 day		Mon 12/17/12
176	Benefit	1 day		Mon 12/17/12
177	Risk	1 day		Mon 12/17/12
178	Analyze how project fits District mission and goals	1 day		Mon 12/17/12
179	Identify how solution meets educational targets	1 day		Mon 12/17/12
180	Analyze the architectural and technical fit	1 day		Mon 12/17/12
181	Build the business case	5 days	173	Tue 12/18/12
182	Identify incremental expenditures	5 days		Tue 12/18/12
183	Identify and quantify areas of savings	5 days		Tue 12/18/12
184	Identify potential for “Creative Destruction”	1 day		Tue 12/18/12
185	Example - Single data entry at source	1 day		Tue 12/18/12
186	Example - Move from print to digital supplemental resources	1 day		Tue 12/18/12
187	Review programs and sunset less effective programs	1 day		Tue 12/18/12
188	Identify potential revenue sources	1 day		Tue 12/18/12
189	Evaluate lease/purchase options and cash flow analysis	1 day		Tue 12/18/12
190	Share 1:1 Business Case with School Board	22 days	181	Tue 12/25/12
191	Create high-level project overview document for school board (including Q & A, rough budget, and other information as appropriate)	3 days		Tue 12/25/12
192	Send to school board members and other staffers	1 day 191		Fri 12/28/12
193	Schedule discussion at upcoming school board meeting	14 days 192		Mon 12/31/12
194	Meet with school board to provide high level conceptual overview of project	1 day	193	Fri 1/18/13
195	Address school board’s questions and concerns	3 days	194	Mon 1/21/13
196	GO / NO GO DECISION POINT BY SCHOOL BOARD	1 day		Mon 9/24/12
197	Obtain Necessary Project Funding	60 days 173		Tue 12/18/12
198	Develop compelling funding story	1 day		Tue 12/18/12
199	Identify potential funding sources	20 days		Tue 12/18/12
200	Identify pros and cons of various funding sources	1.5 days		Tue 12/18/12
201	Determine level of contribution by funding source	1.5 days		Tue 12/18/12
202	Identify most appropriate funding sources	1.5 days		Tue 12/18/12
203	Determine internal and external resources required to solicit funding	1.5 days		Tue 12/18/12
204	Identify roles in securing funding	1 day		Tue 12/18/12
205	Create implementation plan	1.5 days		Tue 12/18/12
206	Meet with school board	1 day		Tue 12/18/12

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207	Obtain school board approval of funding sources	20 days		Tue 12/18/12
208	Develop multi-use promotional materials internally or externally	1.5 days		Tue 12/18/12
209	Identify marketing materials needed for campaign	1 day		Tue 12/18/12
210	Determine internal capacity to develop marketing materials	1.5 days		Tue 12/18/12
211	Identify work requiring external/professional assistance	1 day		Tue 12/18/12
212	Create Statement of Work (SOW) and Request for Proposal (RFP) documents required for marketing materials	1.5 days		Tue 12/18/12
213	Choose 3-4 potential graphic design and printing companies from which to obtain bids	1 day		Tue 12/18/12
214	Obtain bids from both graphic design and printing companies	1 day		Tue 12/18/12
215	Review bids	1.5 days		Tue 12/18/12
216	Make final decision	1.5 days		Tue 12/18/12
217	Notify winning companies	1 day		Tue 12/18/12
218	Draft contract	1 day		Tue 12/18/12
219	Negotiate contract	1.5 days		Tue 12/18/12
220	Identify deliverables, review processes, timelines, and delivery dates	1.5 days		Tue 12/18/12
221	Finalize contract	1.5 days		Tue 12/18/12
222	Receive delivery of marketing communication documentation	1.5 days		Tue 12/18/12
223	Funding option 1 - Solicit funds from individuals/corporations	30 days		Tue 12/18/12
224	Identify fundraising goal from individuals/corporations	1 day		Tue 12/18/12
225	Identify fundraising goal from individuals	1 day		Tue 12/18/12
226	Identify fundraising goal from corporations	1 day		Tue 12/18/12
227	Draft overall solicitation plan to meet fundraising goal	3.5 days		Fri 12/28/12
228	Determine best manner in which to solicit funds (e.g. fundraising event, individual solicitation)	1 day		Fri 12/28/12
229	Create list of potential sponsors (e.g. corporations, individuals)	1 day		Fri 12/28/12
230	Finalize list of potential sponsors	1 day		Fri 12/28/12
231	Develop contact scripts, including answers to potential questions	1 day		Mon 12/31/12
232	Determine target time by which financing team members will contact potential sponsors	1 day		Tue 1/1/13
233	Develop materials for solicitation	3.5 days		Wed 12/26/12
234	Compile internal information/images	3.5 days		Wed 12/26/12
235	Obtain executive summary of project, including budget summary	1.5 days		Wed 12/26/12
236	Obtain proponent quotes, pictures etc.	1.5 days		Thu 12/27/12
237	Identify individuals to provide quotes regarding implementation	1 day		Thu 12/27/12
238	Identify instructor/student models for photographs	1 day		Thu 12/27/12
239	Locate photographer	1 day		Thu 12/27/12
240	Take photographs	1 day		Thu 12/27/12
241	Compile materials	1 day	235,236	Fri 12/28/12
242	Obtain information regarding potential sponsors	6 days		Wed 12/19/12
243	Obtain history of individual/corporation	1 day		Fri 12/21/12
244	Obtain any financial information available that would provide an estimate of how much would be appropriate to solicit	3 days		Wed 12/19/12
245	Determine strategic and financial goal	1 day		Fri 12/21/12
246	Determine specific interests in district (technology, special needs students, infrastructure etc.)	1 day		Tue 12/25/12

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247	Identify other school district contacts that potential donor knows	1 day		Tue 12/25/12
248	Depending on the size of the proposed donation and relationship, determine whether the contact should be involved	2 days		Fri 12/21/12
249	Depending on the size of the proposed donation and relationship, determine whether superintendent or other individual should be involved	2 days		Tue 12/25/12
250	Identify other interests, hobbies, charities, etc.	1 day		Wed 12/26/12
251	Contact potential donors and request meeting	5 days		Wed 12/19/12
252	Solicitor invites others identified to join the meeting	1 day		Wed 12/26/12
253	Meet with potential sponsors	3 days	242	Thu 12/27/12
254	Hold meeting at convenience of potential donor	1 day		Thu 12/27/12
255	Solicitor reviews proposal with potential donor	1 day	254	Fri 12/28/12
256	Solicitor answers questions	1 day	255	Mon 12/31/12
257	Solicitor asks for donation	1 day		Thu 12/27/12
258	Solicitor asks for and determines next steps	1 day		Thu 12/27/12
259	If individual or corporation agrees to the donation, the solicitor thanks the prospect	1 day		Thu 12/27/12
260	Create thank you note for donor	1 day		Thu 12/27/12
261	Ensure all appropriate signatures are on thank you letter, including superintendent, chair of the school board, etc.	1 day	259	Fri 12/28/12
262	Create invoice for donor	1 day		Thu 12/27/12
263	Obtain publicity permissions	2 days		Tue 12/18/12
264	Prepare press release	1 day		Tue 12/18/12
265	Distribute press release	1 day	264	Wed 12/19/12
266	If the prospective donor says they want to “think about it,” the solicitor makes his/her calendar to follow up with prospect	1 day		Tue 12/18/12
267	Once follow up date arrives, contact prospect for donation	1 day		Tue 12/18/12
268	If fund raising goal is met, create public relations event to celebrate achieving goal and recognizing donors	30 days		Tue 12/18/12
269	Funding option 2 - Solicit grant funds	42 days		Tue 12/18/12
270	Identify total grant funds needed	1 day		Fri 12/21/12
271	Identify grant funding goal	1 day		Fri 12/21/12
272	Name grant team leader	1 day		Fri 12/21/12
273	Establish grant solicitation team	1 day		Tue 12/18/12
274	Hire grant writer	3 days	273	Wed 12/19/12
275	Identify potential grant writers	1 day		Wed 12/19/12
276	Do appropriate due diligence on grant writers	3 days		Wed 12/19/12
277	Identify overall grant writing costs for each grant writer	1 day		Wed 12/19/12
278	Hire grant writer	1 day		Wed 12/19/12
279	Identify potential grantors	5 days	274	Mon 12/24/12
280	Conduct a search for potential grants	1 day		Mon 12/24/12
281	Obtain information regarding potential grantors	5 days		Mon 12/24/12
282	Review each potential grantor’s specific grant interests and history (e.g. who have they given to previously? How much have they given?)	5 days		Mon 12/24/12

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283	Review grant requirements	1 day	279	Mon 12/31/12
284	Determine whether the district is asking for fall in line with the goals and objectives of the potential grantor	1 day		Mon 12/31/12
285	Determine whether there is a match between the potential grantor's interests and the district's needs	1 day		Mon 12/31/12
286	Identify grantor's required documentation	1 day		Mon 12/31/12
287	Determine whether the prospective grantor's timeline fits with the district's fund raising timeline	1 day		Mon 12/31/12
288	Assuming there is a match, determine how long the grant writing process will take	1 day		Mon 12/31/12
289	Identify the resources that will be needed to apply for the grant	1 day		Mon 12/31/12
290	Apply for grants	3 days	283	Tue 1/1/13
291	Prioritize the high-value grants which the district thinks it has the best chance to win	1 day		Tue 1/1/13
292	Narrow the list to high-value prospective grants	1 day		Tue 1/1/13
293	Select several high-value grants to focus on	1 day		Tue 1/1/13
294	Prepare grant document requirement check list for each grant	1 day		Tue 1/1/13
295	Prepare all grant documentation necessary	3 days		Tue 1/1/13
296	Determine whether additional outside funds are needed to complete project	1 day		Fri 12/21/12
297	Determine whether support letters from public officials or other influencers are necessary	1 day		Fri 12/21/12
298	Draft sample letters of support	2.5 days		Thu 12/20/12
299	Solicit influential individuals to write letters	1.5 days		Thu 12/20/12
300	Obtain usage guidelines from letter writer to ensure letter is being used as the writer wishes	1 day		Fri 12/21/12
301	Offer to write the letter for their signature or provide them sample drafts they can use to create their letter of support	1.5 days		Thu 12/20/12
302	Follow up to obtain the finished letter of support	1 day		Fri 12/21/12
303	Assuming solicitation goals are met, host thank you event for major grantors	40 days		Thu 12/20/12
304	Identify the amount of additional funds needed	1 day		Fri 12/21/12
305	Create plan to secure additional funds (e.g. elongate corporate/individual solicitation campaign)	1.5 days		Fri 12/21/12
306	Funding option 3 - Bond/parcel tax/sales tax levies	18 days	269	Thu 2/14/13
307	Meet with school board or other governing board to discuss levies	1 day		Thu 2/14/13
308	Identify whether board members are familiar with the levy process	1 day		Thu 2/14/13
309	If board members are unfamiliar with levy process, prepare dossier to explain	1 day		Thu 2/14/13
310	Consider alternative bond programs, such as QZAB (Qualified Zone Academic Bonds)	1 day		Thu 2/14/13
311	Send dossier to board members in advance of meeting	1 day		Thu 2/14/13
312	Discuss pros and cons of pursuing a levy	1 day		Thu 2/14/13
313	Invite Board Attorney to discuss levy related legal issues and considerations	1 day		Thu 2/14/13
314	Identify issues that could impact winning levy	1 day		Thu 2/14/13
315	Determine whether it is realistic that a levy will pass	1 day		Thu 2/14/13
316	Receive approval from school board to begin due diligence on seeking a levy	1 day		Thu 2/14/13
317	Set up external foundation to solicit funds for levy marketing program	1 day	307	Fri 2/15/13
318	Identify leader	1 day		Fri 2/15/13
319	Set up checking account	1 day		Fri 2/15/13
320	Name organization financial officer	1 day		Fri 2/15/13

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321	Define financial processes	1 day		Fri 2/15/13
322	Complete Levy Decision Due Diligence	3 days	317	Mon 2/18/13
323	Invite individuals to join levy financing team as a sub-group (e.g. community representatives, governmental leaders)	1 day		Mon 2/18/13
324	Gather information on how to successfully pass a levy in the community	1 day	Mon 2/18/13	
325	Identify individuals (on the financing team or otherwise) with capability to advocate passage of the levy	1 day		Mon 2/18/13
326	Talk with school districts that have been both successful and unsuccessful in obtaining levy funding	1 day		Mon 2/18/13
327	Identify potential underwriters	1 day		Mon 2/18/13
328	Create SOW to provide to potential underwriters	1.5 days		Mon 2/18/13
329	Create RFP document for potential underwriters	1.5 days		Mon 2/18/13
330	Distribute RFP and SOW to potential underwriters	1 day		Mon 2/18/13
331	Identify 3-4 potential underwriters from respondents	1 day		Mon 2/18/13
332	Notify school board of names of potential underwriters	1 day		Mon 2/18/13
333	Review RFPs	1 day		Mon 2/18/13
334	Board selects and approves finalists	1 day		Mon 2/18/13
335	Preliminary interviews of finalists	3 days		Mon 2/18/13
336	Set up finalist interview with school board	1 day		Mon 2/18/13
337	Perform appropriate finalist due diligence	2 days		Mon 2/18/13
338	Underwriter finalists meet with school board	1 day		Mon 2/18/13
339	Select and approve underwriter (by vote of school board or other means)	1 day		Mon 2/18/13
340	Notify selected underwriter	1 day		Mon 2/18/13
341	Prepare contract	1 day		Mon 2/18/13
342	Obtain school board approval of contract	1 day		Mon 2/18/13
343	Negotiate contract	1 day		Mon 2/18/13
344	Finalize contract	1 day		Mon 2/18/13
345	Obtain school board final approval	1 day		Mon 2/18/13
346	Notify those respondents that did not win contract	1 day		Mon 2/18/13
347	Meet with selected underwriter	1 day		Mon 2/18/13
348	Create action plan with underwriter	1 day		Mon 2/18/13
349	Identify internal personnel resources that will be involved with the public relation aspects of the levy election	1 day		Mon 2/18/13
350	Identify key leaders in school district who will spearhead the levy campaign (typically the superintendent and cabinet staff	1 day		Mon 2/18/13
351	Identify influential community and corporate leaders that are or will be supportive of the levy measure	1 day		Mon 2/18/13
352	Identify influential community leaders that will actively work with district leadership to win approval of the levy	1 day		Mon 2/18/13
353	Determine what benefits of the initiative will appeal to various audiences	1 day		Mon 2/18/13
354	Identify influential community leaders who are or will oppose the levy	1 day		Mon 2/18/13
355	Create plan to mitigate negative levy measure publicity	1 day		Mon 2/18/13
356	Identify issues that challengers of the levy will face	1 day		Mon 2/18/13
357	Create responses to challenging issues	1 day		Mon 2/18/13

ID	TASK NAME	DURATION	PREDECESSORS	START
358	Consider hiring a PR firm to assist with public aspects of levy measure campaign (if underwriter does not)	1 day		Mon 2/18/13
359	Hire External PR Firm (If required)	5 days 322		Thu 2/21/13
360	If using an external organization, create an RFP	1 day		Thu 2/21/13
361	Identify group of potential respondent PR firms	1 day		Thu 2/21/13
362	Distribute SOW and RFP bid documents to potential respondents	1 day		Thu 2/21/13
363	Receive all RFPs or bids	5 days		Thu 2/21/13
364	Review RFPs or bids	1 day		Thu 2/21/13
365	Select finalists	1 day		Thu 2/21/13
366	Notify finalists	1.38 days		Thu 2/21/13
367	Identify potential dates for PR working to meet with finalists	1 day		Thu 2/21/13
368	Working with PR working team, select date and time to meet with finalists	1 day		Thu 2/21/13
369	Set date and time to interview finalists	1 day		Thu 2/21/13
370	Narrow list of finalists as necessary	1 day		Thu 2/21/13
371	Select finalist	1 day		Thu 2/21/13
372	Notify Finalist	1 day		Thu 2/21/13
373	Prepare contract	1 day		Thu 2/21/13
374	Negotiate contract	1 day		Thu 2/21/13
375	Finalize contract	1 day		Thu 2/21/13
376	Set up initial meeting with PR firm	1 day		Thu 2/21/13
377	Identify goals, objectives, timelines, deadlines and review processes	1 day		Thu 2/21/13
378	Hold levy rallies	5 days	359	Thu 2/28/13
379	Review information regarding who will need to support the levy	1 day		Thu 2/28/13
380	Organize levy rallies	5 days		Thu 2/28/13
381	Determine times for levy rallies	1 day		Thu 2/28/13
382	Determine locations of levy rallies	1 day		Thu 2/28/13
383	Identify speakers at levy rallies	1 day		Thu 2/28/13
384	Invite and commit speakers for levy rallies	3 days		Thu 2/28/13
385	Advertise levy rallies (e.g. e-mail, school homepage, mailers, flyers)	5 days		Thu 2/28/13
386	Ensure sufficient promotional materials available for levy rallies	1 day		Thu 2/28/13
387	Hold levy rallies	3 days		Thu 2/28/13
388	Gather contact information of those who attended levy rallies	1 day		Thu 2/28/13
389	Ask those attending levy rallies to assist in getting out the vote of election day	3 days		Thu 2/28/13
390	Get-out-the-vote	3 days	378	Thu 3/7/13
391	Contact those who attended the levy rallies and remind them to vote 1	day		Thu 3/7/13
392	Invite those who attended levy rallies to help organize their neighborhoods and get out to vote	1 day		Thu 3/7/13
393	Advertise election day (e.g. radio, yard signs, e-mail, school homepage, mailers, flyers) and specifically the need to vote for the levy	3 days		Thu 3/7/13
394	Implement the "Get Out the Vote" campaign	3 days		Thu 3/7/13
395	PROJECT RED DESIGN PLANNING PHASE	80 days	1	Tue 3/12/13
396	Identify personnel to implement project	23 days		Tue 3/12/13
397	Organize Implementation Teams	5.5 days		Tue 3/12/13

ID	TASK NAME	DURATION	PREDECESSORS	START
398	Designate titles of implementation teams	1 day		Tue 3/12/13
399	Project Management Team	1 day		Tue 3/12/13
400	Financing team	1 day		Tue 3/12/13
401	Public relations (PR) team	1 day		Tue 3/12/13
402	Professional development team	1 day		Tue 3/12/13
403	Technology team	1 day		Tue 3/12/13
404	Organizational Development/Change Management team	1 day		Tue 3/12/13
405	Evaluation team	1 day		Tue 3/12/13
406	Identify responsibilities implementation teams will address	2 days		Tue 3/12/13
407	Outline the purpose and responsibilities of the leadership team	1 day	406	Thu 3/14/13
408	Determine whether working groups already exist that achieve those purposes	1 day	407	Fri 3/15/13
409	Determine whether working groups are organized effectively	1.5 days	408	Mon 3/18/13
410	Reorganize existing working groups as needed	1.5 days		Tue 3/12/13
411	Determine whether multiple groups exist that can or should be combined (e.g. combining curriculum and technology teams)	1.5 days		Tue 3/12/13
412	Determine whether groups exist that should be divided and assigned separate leaders	1.5 days		Tue 3/12/13
413	Establish Leadership Team	9 days		Tue 3/12/13
414	Identify leaders for each implementation team	8 days		Tue 3/12/13
415	Request recommendations for potential team leaders	3 days		Tue 3/12/13
416	Formulate list of potential working team leaders	1 day		Tue 3/12/13
417	Create document which identifies roles and responsibilities	1 day	416	Wed 3/13/13
418	Identify who among those identified would best serve as team leaders	1 day	417	Thu 3/14/13
419	Contact potential team leaders	4 days	418	Fri 3/15/13
420	Ask team leaders to accept position/responsibility	1 day	419	Thu 3/21/13
421	Identify members of the leadership team	1 day	420	Fri 3/22/13
422	Implementation team leaders	1 day		Fri 3/22/13
423	Other members	1 day		Fri 3/22/13
424	Share Concept Plan with Leadership Team	11 days	413	Mon 3/25/13
425	Finalize leadership team	1 day		Mon 3/25/13
426	Establish date, time, and location for kick-off meeting with leadership team	1.5 days	425	Tue 3/26/13
427	Invite leadership team members to kick-off meeting	1 day	426	Wed 3/27/13
428	Establish agenda for meeting	1 day	427	Thu 3/28/13
429	Prepare appropriate concept plan documents for distribution at kick-off meeting	1 day	428	Fri 3/29/13
430	Distribute concept plan to leadership team	1 day	429	Mon 4/1/13
431	Meet with leadership team	1 day	430	Tue 4/2/13
432	Meet with leadership team	1 day		Tue 4/2/13
433	Present concept plan	1 day		Tue 4/2/13
434	Invite discussion of concept plan	1 day		Tue 4/2/13
435	Request feedback regarding feasibility of concept plan	1 day		Tue 4/2/13
436	Record verbal feedback	1 day		Tue 4/2/13
437	Set date other feedback is needed	1 day		Tue 4/2/13
438	Combine and organize written feedback	1 day	437	Wed 4/3/13

ID	TASK NAME	DURATION	PREDECESSORS	START
439	Identify staffer to be responsible for all revisions	1 day	438	Thu 4/4/13
440	Set date by which revisions will be complete	1 day	438	Thu 4/4/13
441	Create system to track various concept plan revisions	1 day	438	Thu 4/4/13
442	Revise concept plan as needed	1 day	441	Fri 4/5/13
443	Create project plans for each aspect of your 1:1 program.	10 days		Mon 3/25/13
444	Distribute revised plans to leadership team	1 day	443	Mon 4/8/13
445	Identify and Establish Implementation Teams	3 days	444	Tue 4/9/13
446	Ask team leaders to prepare a written list of team responsibilities	1.5 days		Tue 4/9/13
447	Ask team leaders to identify and select potential team members	1.5 days		Tue 4/9/13
448	Review proposed list of team members	1 day		Tue 4/9/13
449	Provide any necessary feedback to team leaders regarding their list of potential implementation team members	1.5 days		Tue 4/9/13
450	Review revised list of team members as necessary	1.5 days		Tue 4/9/13
451	Approve list of team members	1 day	450	Wed 4/10/13
452	Ask team leader to contact potential team members and share responsibilities	1 day	450	Wed 4/10/13
453	Have designated team leader ask potential team members to accept position/responsibility	1 day	450	Wed 4/10/13
454	Have designated team leaders ask potential team members for other team member recommendations (if still needed)	1 day	450	Wed 4/10/13
455	Designate how and when teams will report action steps taken (e.g. at meetings, via e-mail/telephone weekly or after completion)	1.5 days	450	Wed 4/10/13
456	Determine required staffing levels	1 day	455	Fri 4/12/13
457	Calculate required levels of staffing	1 day		Fri 4/12/13
458	Adjust schedules as required to meet available staffing levels	1 day		Fri 4/12/13
459	Seek external staffing assistance if required	1 day		Fri 4/12/13
460	Revise Project RED Design Gantt Chart to reflect district plan for remaining phases	4 days	456	Mon 4/15/13
461	Update the deliverables to meet the projects objectives	3 days		Mon 4/15/13
462	Update the list of detailed activities to produce deliverables	1 day	461	Thu 4/18/13
463	Update the schedule to complete the activities	1 day		Mon 4/15/13
464	Update required resources	1 day		Mon 4/15/13
465	Update task durations	1 day		Mon 4/15/13
466	Update predecessors	1 day	461	Thu 4/18/13
467	Do a dependency audit and update critical dependencies list	1 day		Mon 4/15/13
468	Determine and implement public relations strategy	25 days		Tue 3/12/13
469	Determine PR Strategy	2 days		Tue 3/12/13
470	Identify PR goals	2 days		Tue 3/12/13
471	Students	1 day		Tue 3/12/13
472	Parents	1 day		Tue 3/12/13
473	Community	1 day		Tue 3/12/13
474	Press	1 day		Tue 3/12/13
475	Business	1 day		Tue 3/12/13
476	Government entities	1 day		Tue 3/12/13
477	Other stake holders	1 day		Tue 3/12/13

ID	TASK NAME	DURATION	PREDECESSORS	START
478	Identify potential PR issues	1 day		Tue 3/12/13
479	Obtain information regarding target audiences	10 days	469	Thu 3/14/13
480	Determine who will need to support your initiative (e.g. vote for a levy if necessary, parents of students, local businesses)	1 day		Thu 3/14/13
481	Determine what benefits of the initiative will appeal to various audiences	1 day		Thu 3/14/13
482	Collect information regarding potential supporters (e.g. where they live, what media they view)	10 days		Thu 3/14/13
483	Identify internal PR resources	1 day	479	Thu 3/28/13
484	Identify PR team members' abilities and resources	1 day		Thu 3/28/13
485	Identify other internal PR resources	1 day		Thu 3/28/13
486	Identify external PR resources (if required)	2 days	479	Thu 3/28/13
487	Determine PR needs not addressed by internal resources	1 day		Thu 3/28/13
488	Determine timeline for work needed	1 day		Thu 3/28/13
489	Estimate costs associated with preparing preliminary project documentation	1 day		Thu 3/28/13
490	Obtain school board budget approval to spend for investigational process and preliminary project plan	1 day		Thu 3/28/13
491	Meet with legal counsel for school district to provide preliminary project outline	1 day		Thu 3/28/13
492	Provide high-level project overview documentation to district legal counsel	1 day		Thu 3/28/13
493	Create/revise PR project plan	2 days		Thu 3/28/13
494	Create overall SOW	1.5 days		Thu 3/28/13
495	Obtain bids	1 day		Thu 3/28/13
496	Review bids	1.5 days		Thu 3/28/13
497	Make final decision	1 day		Thu 3/28/13
498	Notify winning PR firm/company	1 day		Thu 3/28/13
499	Draft contract	1.5 days		Thu 3/28/13
500	Negotiate contract	1 day		Thu 3/28/13
501	Identify deliverables, review processes, timelines, and delivery dates	1.5 days		Thu 3/28/13
502	Finalize contract	1 day		Thu 3/28/13
503	Implement PR strategy	10 days	483	Fri 3/29/13
504	Review internally and externally produced PR materials and plans	1.5 days		Fri 3/29/13
505	Select plan(s) to implement	1 day		Fri 3/29/13
506	Select materials to distribute	1 day		Fri 3/29/13
507	Implement PR plan	10 days		Fri 3/29/13
508	Distribute materials	10 days		Fri 3/29/13
509	Evaluate PR Strategy	2 days	503	Fri 4/12/13
510	Evaluate effectiveness of PR plan	1 day		Fri 4/12/13
511	Reallocate resources to more effective PR methods as needed	2 days		Fri 4/12/13
512	Implement project financial systems	18.5 days	460	Fri 4/19/13
513	Review and Revise Budget	7.5 days		Fri 4/19/13
514	Each team leader confirms team's individual budget	1.5 days		Fri 4/19/13
515	Team leader does appropriate due diligence on their piece of the overall budget	1.5 days		Fri 4/19/13
516	Team leader asks appropriate team members to review budget	1 day		Fri 4/19/13
517	Team leader incorporates team feedback into budget	1.5 days		Fri 4/19/13
518	Team leader makes final revisions to his/her piece of the budget	1.5 days		Fri 4/19/13

ID	TASK NAME	DURATION	PREDECESSORS	START
519	Team leader submits final budget	1 day	514	Mon 4/22/13
520	Review draft budget	1 day	519	Tue 4/23/13
521	Identify necessary revisions	1 day	520	Wed 4/24/13
522	Team leader revises budget	1 day	521	Thu 4/25/13
523	Team leader submits revised budget	1 day	522	Fri 4/26/13
524	Approve revised budget	1 day	523	Mon 4/29/13
525	Establish Financial Tracking System	10 days	524	Tue 4/30/13
526	Identify individual to oversee project finances	1 day		Tue 4/30/13
527	Identify financial reporting needs	1 day		Tue 4/30/13
528	Create overall financial tracking system	1 day	526	Wed 5/1/13
529	Create expenditure tracking system	1 day		Wed 5/1/13
530	Create revenue tracking system	1 day	528	Thu 5/2/13
531	Create donor tracking system	1 day		Thu 5/2/13
532	Create grant tracking system	1 day		Thu 5/2/13
533	Create tracking system for any additional income	1 day		Thu 5/2/13
534	Create approval process for expenditures	1 day	530	Fri 5/3/13
535	Create auditing procedures	1 day	534	Mon 5/6/13
536	Create weekly financial reports	1 day	535	Tue 5/7/13
537	Distribute financial reports on a regular basis to team leaders and others as appropriate	1 day	536	Wed 5/8/13
538	Regularly review financial reports with financing team	1 day	537	Thu 5/9/13
539	Identify budget overages	1 day	538	Fri 5/10/13
540	Create contingency plans for overages and other funding related issues	1 day	539	Mon 5/13/13
541	Determine Purchasing Process and Authority	1 day	540	Tue 5/14/13
542	Determine who has purchasing authority	1 day		Tue 5/14/13
543	Determine purchasing procedure	1 day		Tue 5/14/13
544	Develop plan to capture financial savings	3 days	512	Wed 5/15/13
545	Identify all potential sources of positive financial impact	1 day		Wed 5/15/13
546	Cost avoidance	1 day		Wed 5/15/13
547	Cost reductions	1 day		Wed 5/15/13
548	Revenue enhancements	1 day		Wed 5/15/13
549	Establish policies and procedures to capture the savings	1 day	545	Thu 5/16/13
550	Establish savings monitoring program	1 day	549	Fri 5/17/13
551	Develop roll out schedule	2 days	445	Fri 4/12/13
552	Determine capacity to implement	1 day		Fri 4/12/13
553	Determine the roll out phases	1 day		Fri 4/12/13
554	Select schools for each phase	1 day		Fri 4/12/13
555	Determine grade levels in each school per phase	1 day	554	Mon 4/15/13
556	Change Management Planning	2 days	445	Fri 4/12/13
557	Dependency management	2 days		Fri 4/12/13
558	Identify dependencies	1 day		Fri 4/12/13
559	Develop dependency management process	1 day	558	Mon 4/15/13
560	Change Leadership	4 days	445	Fri 4/12/13

ID	TASK NAME	DURATION	PREDECESSORS	START
561	Principal's Academy	3 days		Fri 4/12/13
562	Identify or create Principal's Academy curriculum	1 day		Fri 4/12/13
563	Identify and procure Principal's Academy teachers and speakers	1 day	562	Mon 4/15/13
564	Conduct Principal's Academy	1 day	563	Tue 4/16/13
565	Conduct Principal mentoring and training	1 day	564	Wed 4/17/13
566	Detail project plans for areas identified in fit-gap	57 days	445	Fri 4/12/13
567	Classroom Hardware	3 days		Fri 4/12/13
568	Determine student device requirements	2 days		Fri 4/12/13
569	Determine support requirements	1 day	568	Tue 4/16/13
570	Procure student/teacher devices	7 days		Fri 4/12/13
571	Develop hardware specifications	1 day		Fri 4/12/13
572	Identify bidders and invite to present	1 day	571	Mon 4/15/13
573	Create and release RFP	1 day	572	Tue 4/16/13
574	Evaluate responses	1 day	573	Wed 4/17/13
575	Invite best and final vendors to present	1 day	574	Thu 4/18/13
576	Negotiate with top vendor	1 day	575	Fri 4/19/13
577	Sign contracts	1 day	576	Mon 4/22/13
578	Insurance	9 days		Fri 4/12/13
579	Determine theft/damage insurance requirements	1 day		Fri 4/12/13
580	Will district be self insuring	1 day		Fri 4/12/13
581	Parent buy, or parent subsidy or district buy?	1 day		Fri 4/12/13
582	Determine existing theft/damage insurance available from hardware/software providers	1 day		Fri 4/12/13
583	Determine remaining theft/damage insurance requirements	1 day		Fri 4/12/13
584	Draft RFP	1 day	583	Mon 4/15/13
585	Identify theft/damage insurance providers	1 day	584	Tue 4/16/13
586	Distribute RFP	1 day	585	Wed 4/17/13
587	Review theft/damage insurance provider's proposals	1 day	586	Thu 4/18/13
588	Evaluate insurance options	1 day	587	Fri 4/19/13
589	Select theft/damage insurance provider	1 day	588	Mon 4/22/13
590	Contact selected provider	1 day	589	Tue 4/23/13
591	Enter contract with manufacturer theft/damage insurance provider	1 day	590	Wed 4/24/13
592	Procure other classroom hardware	7 days		Fri 4/12/13
593	Develop hardware specifications	1 day		Fri 4/12/13
594	Identify bidders and invite to present	1 day	593	Mon 4/15/13
595	Create and release RFP	1 day	594	Tue 4/16/13
596	Evaluate responses	1 day	595	Wed 4/17/13
597	Invite best and final vendors to present	1 day	596	Thu 4/18/13
598	Negotiate with top vendor	1 day	597	Fri 4/19/13
599	Sign contracts	1 day	598	Mon 4/22/13
600	Determine Whether to Purchase Device Accessories	12 days		Fri 4/12/13
601	Determine whether to purchase cases	1 day		Fri 4/12/13
602	Determine whether to purchase other device accessories	1 day		Fri 4/12/13

ID	TASK NAME	DURATION	PREDECESSORS	START
603	Determine whether to make device accessory information available to parents/students for purchase	1 day		Fri 4/12/13
604	Write and release RFP(s)	5 days	603	Mon 4/15/13
605	Select RFP winner(s)	3 days	604	Mon 4/22/13
606	Negotiate contract(s)	3 days	605	Thu 4/25/13
607	Define required Internet capacity and capabilities	16.5 days		Fri 4/12/13
608	Determine required Internet capacity	8 days		Fri 4/12/13
609	Identify quantity of school-distributed devices using the Internet	2 days		Fri 4/12/13
610	Identify quantity of external devices using the Internet	1 day	609	Tue 4/16/13
611	Identify instructional applications dependent on Internet connectivity	2 days	610	Wed 4/17/13
612	Identify curriculum, tool and administrative applications (e.g. backups, SIS data dumps, LMS updates)	3 days	611	Fri 4/19/13
613	Determine average and peak load requirements for each application type	3.5 days	612	Wed 4/24/13
614	Request information from vendor	1 day		Wed 4/24/13
615	Use system monitoring tool to run a test	1.5 days	614	Thu 4/25/13
616	Take the number of users into account	1 day	615	Fri 4/26/13
617	Determine Quality of Service (QOS) Requirements for Each Application	3 days		Wed 4/24/13
618	Develop 5-year bandwidth growth assumptions	5 days	613	Mon 4/29/13
619	Determine the growth in bandwidth requirements that will occur (e.g. due to additional computers, applications)	1 day		Mon 4/29/13
620	Validate Bandwidth Assumptions	1 day	619	Tue 4/30/13
621	Draft 5-year bandwidth plan	3 days	620	Wed 5/1/13
622	Define Required capabilities	3 days		Fri 4/12/13
623	Redundancy	1 day		Fri 4/12/13
624	Load sharing	1 day	623	Mon 4/15/13
625	QOS	1 day	624	Tue 4/16/13
626	Create Scope of Work	2 days		Fri 4/12/13
627	Identify Internet Service Provider(s)	10 days		Tue 4/16/13
628	Ensure connectivity plan is approved and finalized	1 day	624	Tue 4/16/13
629	Complete and submit E-Rate application	2 days	628	Wed 4/17/13
630	Create supplier RFP, incorporating SOW	1 day	629	Fri 4/19/13
631	Consider option features (e.g. deep-packet inspection)	1 day	630	Mon 4/22/13
632	Post supplier RFP on appropriate procurement site	1 day	631	Tue 4/23/13
633	Review potential suppliers' responses	1 day	632	Wed 4/24/13
634	Select supplier	1 day	633	Thu 4/25/13
635	Negotiate contract	1 day	634	Fri 4/26/13
636	Enter contract	1 day	635	Mon 4/29/13
637	Wireless Infrastructure	26 days		Fri 4/12/13
638	Define WiFi coverage areas in detail	13 days		Fri 4/12/13
639	Classrooms, public areas, auditorium, etc	10 days		Fri 4/12/13
640	Outdoor coverage (bus areas, stadium, parking lot, etc)	3 days	639	Fri 4/26/13
641	Define throughput requirements	1 day	640,638	Wed 5/1/13
642	Specify system management capabilities	1 day	641	Thu 5/2/13

ID	TASK NAME	DURATION	PREDECESSORS	START
643	Determine roaming capability	1 day	642	Fri 5/3/13
644	Determine security and anti-intrusion capability	1 day	643	Mon 5/6/13
645	Determine cabling requirements to support WiFi	1 day	644	Tue 5/7/13
646	Determine POE requirements	1 day	645	Wed 5/8/13
647	Determine MDF/IDF requirements	1 day	646	Thu 5/9/13
648	Write and release RFP	3 days	647	Fri 5/10/13
649	Select vendor	1 day	648	Wed 5/15/13
650	Negotiate contract	1 day	649	Thu 5/16/13
651	Write detailed test plan	1 day	650	Fri 5/17/13
652	Hardware - Servers	17 days		Fri 4/12/13
653	Determine Application Server requirements	5 days		Fri 4/12/13
654	Review available options	1 day	653	Fri 4/19/13
655	Create detailed requirements document	1 day	654	Mon 4/22/13
656	Determine desired support policy	1 day	655	Tue 4/23/13
657	Determine desired update policy	1 day	656	Wed 4/24/13
658	Write and release RFP	3 days	657	Thu 4/25/13
659	Negotiate replacement policy with manufacturer	1 day	658	Tue 4/30/13
660	Negotiate support policy with manufacturer	1 day	659	Wed 5/1/13
661	Negotiate update policy	1 day	660	Thu 5/2/13
662	Enter contract with vendor	1 day	661	Fri 5/3/13
663	Detail Test Plan	1 day	662	Mon 5/6/13
664	NOTE: An IIS selection would include many of the functions listed below	1 day		Fri 4/12/13
665	Detail student information system (SIS) Implementation Plan	57 days		Fri 4/12/13
666	Identify SIS project manager and project team	1 day		Fri 4/12/13
667	Determine SIS requirements	14 days	666	Mon 4/15/13
668	Create detailed requirements document 1	2 days	666	Fri 5/3/13
669	Ease of use	3 days	667	Fri 5/3/13
670	Data interchange capability	3 days	669	Wed 5/8/13
671	Service and support strategies and service levels	3 days	670	Mon 5/13/13
672	Migration considerations	3 days	671	Thu 5/16/13
673	Determine budget for SIS purchase	1 day	672	Tue 5/21/13
674	Prepare time line for purchase	1 day	673	Wed 5/22/13
675	Select vendor(s)	5 days	674	Thu 5/23/13
676	Determine initial cut list	1 day		Thu 5/23/13
677	Obtain sandbox accounts for eval team	1 day		Thu 5/23/13
678	Focus on data exchange issues between systems (LMS to SIS, etc)	1 day		Thu 5/23/13
679	Invite for onsite meetings	1 day	678	Fri 5/24/13
680	Develop short list	1 day	679	Mon 5/27/13
681	Determine desired support policy	1 day	680	Tue 5/28/13
682	Determine desired update policy	1 day	681	Wed 5/29/13
683	Contact top scoring vendor	1 day	682	Thu 5/30/13
684	Negotiate support policy with vendor	1 day	683	Fri 5/31/13

ID	TASK NAME	DURATION	PREDECESSORS	START
685	Negotiate update policy	1 day	684	Mon 6/3/13
686	Enter contract with vendor	1 day	685	Tue 6/4/13
687	Evaluate product options	1 day	686	Wed 6/5/13
688	Select Option for Purchase	1 day	687	Thu 6/6/13
689	Detail Implementation Steps	3 days	688	Fri 6/7/13
690	Assign Implementation Tasks to Team	1day	689	Wed 6/12/13
691	Develop detailed Test Plan	4 days	690	Thu 6/13/13
692	Implement detailed test plan	3 days	691	Wed 6/19/13
693	Develop and implement conversion and cutover plans using vendor's detailed implementation plan	3 days	692	Mon 6/24/13
694	Develop and implement training plan for administrators and teachers	3 days	693	Thu 6/27/13
695	Detail learning management system (LMS) Implementation Plan	30.5 days		Fri 4/12/13
696	Determine LMS requirements	14 days		Fri 4/12/13
697	Review available LMS's	1.5 days	696	Thu 5/2/13
698	Create detailed requirements document	3 days	697	Fri 5/3/13
699	Evaluate software	5 days	698	Wed 5/8/13
700	Build a sample course	5 days		Wed 5/8/13
701	Create a sample test	1 day		Wed 5/8/13
702	Select vendor(s)	1 day	699	Wed 5/15/13
703	Determine desired support policy	1 day	700	Wed 5/15/13
704	Determine desired update policy	1 day	701	Thu 5/9/13
705	Contact vendor	1 day	702	Thu 5/16/13
706	Negotiate support policy with vendor	1 day	703	Thu 5/16/13
707	Negotiate update policy	1 day	704	Fri 5/10/13
708	Enter contract with vendor	1 day	705	Fri 5/17/13
709	Send out Request for Information or Request for Proposal	1 day	706	Fri 5/17/13
710	Evaluate product options	1 day	707	Mon 5/13/13
711	Select Option for Purchase	1 day	708	Mon 5/20/13
712	Detail Implementation Steps	3 days	709	Mon 5/20/13
713	Assign Implementation Tasks to Team	1 day	710	Tue 5/14/13
714	Detail Test Plan	3 days	711	Tue 5/21/13
715	Detail e-mail system Implementation Plan	31.5 days		Fri 4/12/13
716	Determine e-mail requirements	5 days		Fri 4/12/13
717	Review available e-mail systems (e.g. g-mail, district/school e-mail)	1 day	716	Fri 4/19/13
718	Create detailed requirements document	9 days	717	Mon 4/22/13
719	Compatibility with other SW systems	3 days		Mon 4/22/13
720	Compatibility with district sub-domain structure	3 days	719	Thu 4/25/13
721	Retention policies	1 day	720	Tue 4/30/13
722	Storage policies	1 day	721	Wed 5/1/13
723	District oversight capability	1 day	722	Thu 5/2/13
724	Evaluate software	1.5 days	718	Fri 5/3/13
725	Select vendor(s)	1 day	724	Mon 5/6/13
726	Determine desired support policy	1 day	725	Tue 5/7/13

ID	TASK NAME	DURATION	PREDECESSORS	START
727	Determine desired update policy	1 day	726	Wed 5/8/13
728	Contact vendor	1 day	727	Thu 5/9/13
729	Negotiate support policy with vendor	1 day	728	Fri 5/10/13
730	Negotiate update policy	1 day	729	Mon 5/13/13
731	Enter contract with vendor	1 day	730	Tue 5/14/13
732	Send out Request for Information or Request for Proposal	1 day	731	Wed 5/15/13
733	Evaluate product options	1 day	732	Thu 5/16/13
734	Select Option for Purchase	1 day	733	Fri 5/17/13
735	Detail Implementation Steps	3 days	734	Mon 5/20/13
736	Assign Implementation Tasks to Team	1 day	735	Thu 5/23/13
737	Detail Test Plan	1 day	736	Fri 5/24/13
738	Detail assessment system Implementation Plan	43.5 days		Fri 4/12/13
739	Determine assessment system requirements	15 days		Fri 4/12/13
740	Review available assessment systems	1 day	739	Fri 5/3/13
741	Create detailed requirements document	6 days	740	Mon 5/6/13
742	Ease of use	1 day		Mon 5/6/13
743	Coverage report of items per standard	1 day	742	Tue 5/7/13
744	Types of assessment items	1 day	743	Wed 5/8/13
745	Common Core compliance	1 day	744	Thu 5/9/13
746	Paper and online delivery	1 day	745	Fri 5/10/13
747	System performance and average response times	1 day	746	Mon 5/13/13
748	Evaluate assessment delivery SW	1.5 days	741	Tue 5/14/13
749	Review and evaluate test items for reliability and validity	1 day	748	Wed 5/15/13
750	Determine who will create required tests from item bank	1 day	749	Thu 5/16/13
751	Select vendor(s)	1 day	750	Fri 5/17/13
752	Determine desired support policy	1 day	751	Mon 5/20/13
753	Determine desired update policy	1 day	752	Tue 5/21/13
754	Contact vendor	1 day	753	Wed 5/22/13
755	Negotiate support policy with vendor	1 day	754	Thu 5/23/13
756	Negotiate update policy	1 day	755	Fri 5/24/13
757	Enter contract with vendor	1 day	756	Mon 5/27/13
758	Send out Request for Information or Request for Proposal	1 day	757	Tue 5/28/13
759	Evaluate product options	1 day	758	Wed 5/29/13
760	Select Option for Purchase	1 day	759	Thu 5/30/13
761	Detail Implementation Steps	3 days	760	Fri 5/31/13
762	Assign Implementation Tasks to Team	1 day	761	Wed 6/5/13
763	Detail Test Plan	4 days	762	Thu 6/6/13
764	Detail data analytics system Implementation Plan	37.5 days		Fri 4/12/13
765	Determine data analytics system requirements	15 days		Fri 4/12/13
766	Review available data analytics systems	1 day	765	Fri 5/3/13
767	Create detailed requirements document	3 days	766	Mon 5/6/13
768	Evaluate software	1.5 days	767	Thu 5/9/13

ID	TASK NAME	DURATION	PREDECESSORS	START
769	Select vendor(s)	1 day	768	Fri 5/10/13
770	Determine desired support policy	1 day	769	Mon 5/13/13
771	Determine desired update policy	1 day	770	Tue 5/14/13
772	Contact vendor	1 day	771	Wed 5/15/13
773	Negotiate support policy with vendor	1 day	772	Thu 5/16/13
774	Negotiate update policy	1 day	773	Fri 5/17/13
775	Enter contract with vendor	1 day	774	Mon 5/20/13
776	Send out Request for Information or Request for Proposal	1 day	775	Tue 5/21/13
777	Evaluate Options	1 day	776	Wed 5/22/13
778	Select Option for Purchase	1 day	777	Thu 5/23/13
779	Detail Implementation Steps	3 days	778	Fri 5/24/13
780	Assign Implementation Tasks to Team	1 day	779	Wed 5/29/13
781	Detail Test Plan	3 days	780	Thu 5/30/13
782	Detail SIF (School Interoperability Framework) Implementation Plan	44.5 days		Fri 4/12/13
783	Determine SIF requirements	15 days		Fri 4/12/13
784	Review available SIF products (ZIS, etc.)	4 days	783	Fri 5/3/13
785	Create detailed requirements document	5 days	784	Thu 5/9/13
786	Evaluate software	1.5 days	785	Thu 5/16/13
787	Determine compatibility with current SW systems	1 day	786	Fri 5/17/13
788	Determine compatibility with potential applications	1 day	787	Mon 5/20/13
789	Select vendor(s)	1 day	788	Tue 5/21/13
790	Determine desired support policy	1 day	789	Wed 5/22/13
791	Determine desired update policy	1 day	790	Thu 5/23/13
792	Contact vendor	1 day	791	Fri 5/24/13
793	Negotiate support policy with vendor	1 day	792	Mon 5/27/13
794	Negotiate update policy	1 day	793	Tue 5/28/13
795	Enter contract with vendor	1 day	794	Wed 5/29/13
796	Send out Request for Information or Request for Proposal	1 day	795	Thu 5/30/13
797	Evaluate Options	1 day	796	Fri 5/31/13
798	Select Option for Purchase	1 day	797	Mon 6/3/13
799	Detail Implementation Steps	3 days	798	Tue 6/4/13
800	Assign Implementation Tasks to Team	1 day	799	Fri 6/7/13
801	Detail Test Plan	3 days	800	Mon 6/10/13
802	Detail Curriculum System Implementation Plan	37.5 days		Fri 4/12/13
803	Determine curriculum system requirements	3 days		Fri 4/12/13
804	By subject	1 day		Fri 4/12/13
805	By grade	1 day	804	Mon 4/15/13
806	By usage time and intended audience	1 day	805	Tue 4/16/13
807	Review available curriculum solutions	1 day	806	Wed 4/17/13
808	Create detailed requirements document	15 days	807	Thu 4/18/13
809	Evaluate software	1.5 days	808	Thu 5/9/13
810	Select vendor(s)	1 day	809	Fri 5/10/13

ID	TASK NAME	DURATION	PREDECESSORS	START
811	Determine desired support policy	1 day	810	Mon 5/13/13
812	Determine desired update policy	1 day	811	Tue 5/14/13
813	Contact vendor	1 day	812	Wed 5/15/13
814	Negotiate support policy with vendor	1 day	813	Thu 5/16/13
815	Negotiate update policy	1 day	814	Fri 5/17/13
816	Enter contract with vendor	1 day	815	Mon 5/20/13
817	Send out Request for Information or Request for Proposal	1 day	816	Tue 5/21/13
818	Evaluate Options	1 day	817	Wed 5/22/13
819	Select Option for Purchase	1 day	818	Thu 5/23/13
820	Detail Implementation Steps	3 days	819	Fri 5/24/13
821	Assign Implementation Tasks to Team	1 day	820	Wed 5/29/13
822	Detail Test Plan	3 days	821	Thu 5/30/13
823	Detail Data Warehousing Implementation Plan	40.5 days		Fri 4/12/13
824	Determine Data Warehousing requirements	5 days		Fri 4/12/13
825	Review available Data Warehousing Solutions	5 days	824	Fri 4/19/13
826	Create detailed requirements document	10 days	825	Fri 4/26/13
827	Evaluate software	1.5 days	826	Fri 5/10/13
828	Select vendor(s)	1 day	827	Mon 5/13/13
829	Determine desired support policy	1 day	828	Tue 5/14/13
830	Determine desired update policy	1 day	829	Wed 5/15/13
831	Contact vendor	1 day	830	Thu 5/16/13
832	Negotiate support policy with vendor	1 day	831	Fri 5/17/13
833	Negotiate update policy	1 day	832	Mon 5/20/13
834	Enter contract with vendor	1 day	833	Tue 5/21/13
835	Send out Request for Information or Request for Proposal	1 day	834	Wed 5/22/13
836	Evaluate Options	1 day	835	Thu 5/23/13
837	Select Option for Purchase	1 day	836	Fri 5/24/13
838	Detail Implementation Steps	3 days	837	Mon 5/27/13
839	Assign Implementation Tasks to Team	3 days	838	Thu 5/30/13
840	Detail Test Plan	3 days	839	Tue 6/4/13
841	Detail Social Media Systems Implementation Plan	36.5 days		Fri 4/12/13
842	Determine Social Media Systems requirements	5 days		Fri 4/12/13
843	Review available Social Media Systems	3 days	842	Fri 4/19/13
844	Create detailed requirements document	10 days	843	Wed 4/24/13
845	Evaluate software	1.5 days	844	Wed 5/8/13
846	Select vendor(s)	1 day	845	Thu 5/9/13
847	Determine desired support policy	1 day	846	Fri 5/10/13
848	Determine desired update policy	1 day	847	Mon 5/13/13
849	Contact vendor	1 day	848	Tue 5/14/13
850	Negotiate support policy with vendor	1 day	849	Wed 5/15/13
851	Negotiate update policy	1 day	850	Thu 5/16/13
852	Enter contract with vendor	1 day	851	Fri 5/17/13

ID	TASK NAME	DURATION	PREDECESSORS	START
853	Send out Request for Information or Request for Proposal	1 day	852	Mon 5/20/13
854	Evaluate Options	1 day	853	Tue 5/21/13
855	Select Option for Purchase	1 day	854	Wed 5/22/13
856	Detail Implementation Steps	3 days	855	Thu 5/23/13
857	Assign Implementation Tasks to Team	1 day	856	Tue 5/28/13
858	Detail Test Plan	3 days	857	Wed 5/29/13
859	Detail Cloud Connectivity Systems Implementation Plan	38.5 days		Fri 4/12/13
860	Determine Cloud Connectivity Systems requirements	10 days		Fri 4/12/13
861	Review available Cloud Connectivity Systems	5 days	860	Fri 4/26/13
862	Create detailed requirements document	5 days	861	Fri 5/3/13
863	Evaluate software	1.5 days	862	Fri 5/10/13
864	Select vendor(s)	1 day	863	Mon 5/13/13
865	Determine desired support policy	1 day	864	Tue 5/14/13
866	Determine desired update policy	1 day	865	Wed 5/15/13
867	Contact vendor	1 day	866	Thu 5/16/13
868	Negotiate support policy with vendor	1 day	867	Fri 5/17/13
869	Negotiate update policy	1 day	868	Mon 5/20/13
870	Enter contract with vendor	1 day	869	Tue 5/21/13
871	Send out Request for Information or Request for Proposal	1 day	870	Wed 5/22/13
872	Evaluate Options	1 day	871	Thu 5/23/13
873	Select Option for Purchase	1 day	872	Fri 5/24/13
874	Detail Implementation Steps	3 days	873	Mon 5/27/13
875	Assign Implementation Tasks to Team	1 day	874	Thu 5/30/13
876	Detail Test Plan	3 days	875	Fri 5/31/13
877	Detail Single Signon Implementation Plan	41 days		Fri 4/12/13
878	Determine Single Signon requirements	7 days		Fri 4/12/13
879	Determine compatibility and impact of current directory solutions	3 days	878	Tue 4/23/13
880	Review available Single Signon solutions	4 days	879	Fri 4/26/13
881	Create detailed requirements document	7 days	880	Thu 5/2/13
882	Evaluate software (e.g. demo products)	1.5 days	881	Mon 5/13/13
883	Select vendor(s)	1 day	882	Tue 5/14/13
884	Determine desired support policy	1 day	883	Wed 5/15/13
885	Determine desired update policy	1 day	884	Thu 5/16/13
886	Contact vendor	1 day	885	Fri 5/17/13
887	Negotiate support policy with vendor	1 day	886	Mon 5/20/13
888	Negotiate update policy	1 day	887	Tue 5/21/13
889	Enter contract with vendor	1 day	888	Wed 5/22/13
890	Send out Request for Information or Request for Proposal	1.5 days	889	Thu 5/23/13
891	Evaluate Options	2 days	890	Mon 5/27/13
892	Select Option for Purchase	1 day	891	Wed 5/29/13
893	Detail Implementation Steps	3 days	892	Thu 5/30/13
894	Assign Implementation Tasks to Team	1 day	893	Tue 6/4/13

ID	TASK NAME	DURATION	PREDECESSORS	START
895	Detail Test Plan	3 days	894	Wed 6/5/13
896	Detail Acceptable Use Policy (AUP) Implementation Plan	24.13 days		Fri 4/12/13
897	Determine data privacy policies (e.g. individuals' level of access to view information)	1 day		Fri 4/12/13
898	Determine data control policies (e.g. individuals' level of access to alter information)	1 day	897	Mon 4/15/13
899	Determine student e-mail policy	1 day	898	Tue 4/16/13
900	Determine student remote access policy	1 day	899	Wed 4/17/13
901	Determine student/parent financial responsibilities	1 day	900	Thu 4/18/13
902	Determine student web site/content policy	1 day	901	Fri 4/19/13
903	Determine policy regarding usage of personal devices	5 days	902	Mon 4/22/13
904	Determine whether to allow personal devices	1 day		Mon 4/22/13
905	Determine bandwidth available beyond that required for distributed devices	1 day	904	Tue 4/23/13
906	Determine whether to require a username and password to use school Internet for personal devices	1 day	905	Wed 4/24/13
907	Provide user names and passwords to those you wish to have access	1 day	906	Thu 4/25/13
908	Train those with access how to register their device	1 day	907	Fri 4/26/13
909	Determine the terms under which students will be allowed to take laptops home	1.13 days	908	Mon 4/29/13
910	Determine consequences of misplacing a device	3 days	909	Tue 4/30/13
911	Designate location to return lost laptops	1 day		Tue 4/30/13
912	Designate process for returning laptop to student (e.g. student must notice and request)	1 day	911	Wed 5/1/13
913	Designate tiers of consequences for misplacement (e.g. immediate return, 3-day waiting period, signed note from parents)	1 day	912	Thu 5/2/13
914	Draft and distribute AUP	9 days	910	Fri 5/3/13
915	Draft AUP	1 day		Fri 5/3/13
916	Receive approval for AUP	1 day	915	Mon 5/6/13
917	Distribute AUP to teachers	1 day	916	Tue 5/7/13
918	Obtain teachers' signatures	5 days	917	Wed 5/8/13
919	Distribute AUP to parents	1 day	918	Wed 5/15/13
920	Detail Device Roll Out Plan	14.63 days		Fri 4/12/13
921	Schedule Parent night, or multiple events if required	1 day		Fri 4/12/13
922	Develop presentation and script	9.63 days	921	Mon 4/15/13
923	Develop handouts	1 day		Mon 4/15/13
924	Translate or other languages if required	1 day	923	Tue 4/16/13
925	Schedule teachers and staff to assist on parent night	1 day	924	Wed 4/17/13
926	Develop and implement plan to dispose of packaging	1 day	925	Thu 4/18/13
927	Notify parents of parent night and necessity to attend if their student is to receive a computer	1.63 days	926	Fri 4/19/13
928	Hold Parent night	4 days	927	Mon 4/22/13
929	Overview concept plan with parents	1 day		Mon 4/22/13
930	Address parents' questions or concerns	1 day	929	Tue 4/23/13
931	Review AUPs with parents	1 day	930	Wed 4/24/13
932	Gather signed AUPs	1 day	931	Thu 4/25/13
933	E-mail non-attending parents with open house information and AUP submission instructions	1 day	932,922	Fri 4/26/13
934	Continue to receive AUP's until 100% - withhold technology until AUP is received	1 day	933	Mon 4/29/13
935	Scan and save digital copies of AUP	1 day	934	Tue 4/30/13

ID	TASK NAME	DURATION	PREDECESSORS	START
936	Store physical copies of AUPs on-site	1 day	935	Wed 5/1/13
937	Finalize Professional Learning Plan	50 days	456	Mon 4/15/13
938	Identify Professional Development Needs	20 days		Mon 4/15/13
939	Create survey to identify and analyze professional development needs	10 days		Mon 4/15/13
940	Measure current knowledge/ability level of those who should be receiving training	10 days		Mon 4/15/13
941	Measure technical knowledge	0 days		Mon 4/15/13
942	Measure technical ability	10 days		Mon 4/15/13
943	Measure familiarity with software to be utilized	10 days		Mon 4/15/13
944	Ask those taking survey to self identify professional development needs	1.5 days		Mon 4/15/13
945	Test survey to ensure it works	1 day		Mon 4/15/13
946	Select a date for receipt of all survey responses	1 day		Mon 4/15/13
947	Distribute survey to appropriate internal groups	1 day		Mon 4/15/13
948	Amalgamate results of professional development survey	1 day		Mon 4/15/13
949	Analyze survey data	2.5 days		Mon 4/15/13
950	Determine who needs professional development	1 day		Mon 4/15/13
951	Identify specific professional development needs	1 day		Mon 4/15/13
952	Create internal professional development plan matching those who need professional development with available resources	10 days	940	Mon 4/29/13
953	Identify Possible Training Courses	30 days	952	Mon 5/13/13
954	Curriculum	19 days	Mon	5/13/13
955	Determine teachers' objectives for students in a digital learning environment	5 days	Mon	5/13/13
956	Review digital materials available to meet objectives	12 days	955	Mon 5/20/13
957	Create evaluation rubric to evaluate digital materials	8 days	Mon	5/20/13
958	Compatibility with existing devices	1 day		Mon 5/20/13
959	Compatibility with existing software	1 day	958	Tue 5/21/13
960	Cost	1 day	959	Wed 5/22/13
961	Availability	1 day	960	Thu 5/23/13
962	Support	1 day	961	Fri 5/24/13
963	Amount of student training required for use	1 day	962	Mon 5/27/13
964	Amount of technical errors occurring during use of materials	1 day	963	Tue 5/28/13
965	Existence of comparable materials with additional benefits/fewer drawbacks	1 day	964	Wed 5/29/13
966	Identify digital materials	3 days	957	Thu 5/30/13
967	Identify digital materials currently available	1 day		Thu 5/30/13
968	Identify sources of digital materials that teachers can reference to search for digital materials in the future	1 day	967	Fri 5/31/13
969	Establish a forum for teachers to share best practices/resources	1 day	968	Mon 6/3/13
970	Utilize rubric to evaluate digital materials	1 day	966	Tue 6/4/13
971	Review existing curriculum to identify any carryover to digital learning environment	2 days	956	Wed 6/5/13
972	Technology training	24 days		Mon 5/13/13
973	Acceptable use policy (AUP) overview	1 day		Mon 5/13/13
974	Basic computer literacy	3 days	973	Tue 5/14/13
975	Internet searches	1 day	974	Fri 5/17/13

ID	TASK NAME	DURATION	PREDECESSORS	START
976	Google documents	1 day	975	Mon 5/20/13
977	Learning management system	3 days	976	Tue 5/21/13
978	PowerPoint - Presentation tools and multimedia (Beginning and Advanced)	2 days	977	Fri 5/24/13
979	Excel (beginning and advanced)	2 days	978	Tue 5/28/13
980	Student information service	3 days	979	Thu 5/30/13
981	Using Internet resources in the classroom	2 days	980	Tue 6/4/13
982	Gradebook	1 day	981	Thu 6/6/13
983	Incorporating videos in lessons	2 days	982	Fri 6/7/13
984	Social media	3 days	983	Tue 6/11/13
985	Legal training	5 days		Mon 5/13/13
986	Copyright Act	1 day		Mon 5/13/13
987	Fair use	1 day	986	Tue 5/14/13
988	Public domain	1 day	987	Wed 5/15/13
989	Creative commons licensing	1 day	988	Thu 5/16/13
990	Creating and licensing content	1 day	989	Fri 5/17/13
991	Leadership/ change management training	30 days		Mon 5/13/13
992	District-level leadership training (e.g. how to gain buy in from schools)	5 days		Mon 5/13/13
993	Principal leadership and change management training	5 days	992	Mon 5/20/13
994	Develop Curricula	5 days		Mon 5/20/13
995	Identify teachers	5 days		Mon 5/20/13
996	Schedule training	5 days		Mon 5/20/13
997	Conduct training	5 days		Mon 5/20/13
998	Change management for teachers	20 days	993	Mon 5/27/13
999	Determine performance level	1 day		Mon 5/27/13
1000	Make stakeholders aware of current performance level	1 day		Mon 5/27/13
1001	Share current research with stakeholders regarding nine key 1:1 implementation factors	10 days		Mon 5/27/13
1002	Outline nine key 1:1 implementation factors	10 days		Mon 5/27/13
1003	Determine whether technology is integrated into every intervention class period	1 day		Mon 5/27/13
1004	Instructor professional learning and collaboration should occur at least monthly	1 day	1003	Tue 5/28/13
1005	Students use technology daily for online collaboration (e.g. games/simulations and social media)	1 day	1004	Wed 5/29/13
1006	Technology is integrated into core curriculum weekly or more frequently	1 day	1005	Thu 5/30/13
1007	Online formative assessments completed at least weekly	1 day	1006	Fri 5/31/13
1008	Maintain low computer-student ratio	1 day	1007	Mon 6/3/13
1009	Hold at least monthly virtual field trips	1 day	1008	Tue 6/4/13
1010	Have students use search engines at least daily	1 day	1009	Wed 6/5/13
1011	Share best practices and methods of technology-transformed learning	1 day	1010	Thu 6/6/13
1012	Pedagogical transitions post implementation	1 day	1011	Fri 6/7/13
1013	Work with stakeholders to increase performance to desired level	20 days		Mon 5/27/13
1014	Maintain increased level of performance	20 days		Mon 5/27/13
1015	Select training modalities	6.5 days		Mon 5/13/13
1016	Discuss merits of professional development modalities	1.5 days		Mon 5/13/13
1017	Select professional development modalities	5 days	1016	Tue 5/14/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1018	Determine external resources available to host live professional development sessions	26 days		Mon 5/13/13
1019	Create an RFP if competitive bids for work are needed	5 days		Mon 5/13/13
1020	Identify RFP distribution company to list RFP to potential bidders (e.g. find RFP)	1 day	1019	Mon 5/20/13
1021	Review and finalize RFP	1 day	1020	Tue 5/21/13
1022	Deliver finalized RFP to distribution company	1 day	1021	Wed 5/22/13
1023	Collect RFP responses	1 day	1022	Thu 5/23/13
1024	Rank RFP responses based on district needs	1 day	1023	Fri 5/24/13
1025	Select 3-4 semi-finalists	1 day	1024	Mon 5/27/13
1026	Notify semi-finalists of their selection	1 day	1025	Tue 5/28/13
1027	Notify those that did not make the semi-finalist list	1 day	1026	Wed 5/29/13
1028	Invite semi- finalists to make presentation	1 day	1027	Thu 5/30/13
1029	Establish interview dates, times, and locations	1 day	1028	Fri 5/31/13
1030	Create an evaluation tool to rank semi-finalists	1 day	1029	Mon 6/3/13
1031	Host finalist interviews	1 day	1030	Tue 6/4/13
1032	Evaluate finalists	1 day	1031	Wed 6/5/13
1033	Select winner	1 day	1032	Thu 6/6/13
1034	Notify winner	1 day	1033	Fri 6/7/13
1035	Prepare contract	1 day	1034	Mon 6/10/13
1036	Negotiate contract	2 days	1035	Tue 6/11/13
1037	Finalize contract	1 day	1036	Thu 6/13/13
1038	Sign contract	1 day	1037	Fri 6/14/13
1039	Notify finalists that did not win the RFP	1 day	1038	Mon 6/17/13
1040	Create master professional development schedule	5 days		Mon 5/13/13
1041	Aggregate product training requirements (SIS, LMS, hardware, courseware, etc)	2 days		Mon 5/13/13
1042	Aggregate implementation training requirements (How to vs. what)	1 day	1041	Wed 5/15/13
1043	Aggregate personal productivity training requirements	2 days	1042	Thu 5/16/13
1044	Identify training locations	1 day	1043	Mon 5/20/13
1045	Identify training instructors	2 days	1044	Tue 5/21/13
1046	Determine available training times	2 days	1045	Thu 5/23/13
1047	Address all budget issues - subs, instructors, travel, facilities, materials, meals, etc	2 days	1046	Mon 5/27/13
1048	Publish training schedule	1 day	1047	Wed 5/29/13
1049	Accept enrollments	1 day	1048	Thu 5/30/13
1050	Draft implementation roll-out timeline	4 days	1015	Tue 5/21/13
1051	Identify the school(s) in which the implementation will occur	1 day		Tue 5/21/13
1052	Identify the grade level(s) in which the implementation will occur	1 day	1051	Wed 5/22/13
1053	Identify when implementation will occur for each school/grade	1 day	1052	Thu 5/23/13
1054	Identify overall implementation timeline	1 day	1053	Fri 5/24/13
1055	Publish timeline	1 day		Tue 5/21/13
1056	Plan ongoing evaluations of objectives	12.5 days	1050	Mon 5/27/13
1057	Determine at what point(s) each objective will be evaluated (e.g. upon stated completion date, monthly)	1.5 days		Mon 5/27/13
1058	Determine who will complete evaluations (e.g. team leaders, internal personnel, external evaluators)	1 day	1057	Wed 5/29/13
1059	Determine the method by which evaluations will be conducted	1 day	1058	Thu 5/30/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1060	Determine what, if any, penalties will occur for failure to timely meet objectives	1 day	1059	Fri 5/31/13
1061	Determine timing of first-year evaluation	1 day	1060	Mon 6/3/13
1062	Internal Evaluations	3 days	1061	Tue 6/4/13
1063	Determine who will conduct internal evaluation	1 day		Tue 6/4/13
1064	Determine timing of on-site visits to gather information	1 day	1063	Wed 6/5/13
1065	Determine information to gather during on-site visits (e.g. number of repairs/replacements, students' satisfaction)	1 day	1064	Thu 6/6/13
1066	External Evaluations 4 days 1062 Fri 6/7/13			
1067	Determine timing of external evaluation	1 day		Fri 6/7/13
1068	Determine who will conduct external evaluation (e.g. local university research project)	1 day	1067	Mon 6/10/13
1069	Determine information to gather for external evaluation	1 day	1068	Tue 6/11/13
1070	Determine methods of information gathering (e.g. on-site visits, interviews, collection of internal evaluation data)	1 day	1069	Wed 6/12/13
1071	Establish Support Plans	27 days	456	Mon 4/15/13
1072	Establish necessary internal technology support	1 day	Mon	4/15/13
1073	Determine support available from product vendors (e.g. hardware, software, ISP)	1 day		Mon 4/15/13
1074	Determine additional support required	12 days	1072	Tue 4/16/13
1075	Identify support needed at the district level	4 days		Tue 4/16/13
1076	Hardware	1 day		Tue 4/16/13
1077	Software	1 day	1076	Wed 4/17/13
1078	Network equipment	1 day	1077	Thu 4/18/13
1079	Server support	1 day	1078	Fri 4/19/13
1080	Identify support needed at the school level	4 days	1075	Mon 4/22/13
1081	Hardware	1 day		Mon 4/22/13
1082	Software	1 day	1081	Tue 4/23/13
1083	Network equipment	1 day	1082	Wed 4/24/13
1084	Server support	1 day	1083	Thu 4/25/13
1085	Determine internal personnel available to provide support	4 days	1080	Fri 4/26/13
1086	Determine whether existing staff will be able to meet support needs	2 days		Fri 4/26/13
1087	Determine whether to hire additional staff	2 days	1086	Tue 4/30/13
1088	Establish necessary external technology support solutions	27 days	456	Mon 4/15/13
1089	Identify technical support and service requirements not covered by product vendors or internal resources	1 day		Mon 4/15/13
1090	Create service and support RFP	3 days	1089	Tue 4/16/13
1091	Advertise RFP	1 day	1090	Fri 4/19/13
1092	Conduct walkthrough of facilities with potential vendors	3 days	1091	Mon 4/22/13
1093	Evaluate RFP responses	1 day	1092	Thu 4/25/13
1094	Select winning respondent	1 day	1093	Fri 4/26/13
1095	Negotiate contract	5 days	1094	Mon 4/29/13
1096	Award contract	1 day	1095	Mon 5/6/13
1097	Identify designated responsible person at locations as service contact	1 day	1096	Tue 5/7/13
1098	Develop service policies and protocols for each site	5 days	1097	Wed 5/8/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1099	Determine when support will be available i.e. hours of operation, holiday support, etc	3 days	1098	Wed 5/15/13
1100	Conduct orientation briefing for location staff (e.g. access phone numbers)	2 days	1099	Mon 5/20/13
1101	Develop process for obtaining support	16 days		Mon 4/15/13
1102	Set up help desk	5 days		Mon 4/15/13
1103	Create system for those facing issues to submit a ticket (e.g. electronic ticket-submission system)	1.5 days	1102	Mon 4/22/13
1104	Assign individual(s) to review tickets and create work orders	1 day	1103	Tue 4/23/13
1105	Determine who will receive and respond to work orders	1.5 days	1104	Wed 4/24/13
1106	Compile all necessary information regarding hardware, software, etc. for those supplying service	1 day	1105	Fri 4/26/13
1107	Establish a target response time for various categories of work orders	1 day	1106	Mon 4/29/13
1108	Document the support process	1 day	1107	Tue 4/30/13
1109	Train technology personnel regarding the support process	3 days	1108	Wed 5/1/13
1110	Set up student support volunteer program	1 day	1109	Mon 5/6/13
1111	Create a Project Wiki for information dissemination	9 days	456	Mon 4/15/13
1112	Create Wiki structure for all aspects of system	9 days		Mon 4/15/13
1113	Support	1 day		Mon 4/15/13
1114	Curriculum	1 day	1113	Tue 4/16/13
1115	Security	1 day	1114	Wed 4/17/13
1116	Lost and stolen equipment	1 day	1115	Thu 4/18/13
1117	Online resources	1 day	1116	Fri 4/19/13
1118	Instructor resources	1 day	1117	Mon 4/22/13
1119	Parent resources	1 day	1118	Tue 4/23/13
1120	Student resources	1 day	1119	Wed 4/24/13
1121	Policies (AUP etc)	1 day	1120	Thu 4/25/13
1122	PROJECT RED DESIGN 1:1 IMPLEMENTATION PHASE	59 days	395	Tue 7/2/13
1123	Hold Kick-Off Meeting with Team Leaders/Members	10 days		Tue 7/2/13
1124	Establish a date and time for meeting	1 day		Tue 7/2/13
1125	Locate and reserve meeting location	1 day	1124	Wed 7/3/13
1126	Collect all contact information (e.g. telephone, e-mail)	1 day		Tue 7/2/13
1127	Determine contact preferences (i.e. telephone versus e-mail)	1 day		Tue 7/2/13
1128	Invite all team leaders/members to kick-off meeting	1 day		Tue 7/2/13
1129	Draft agenda for meeting	1 day		Tue 7/2/13
1130	Distribute meeting agenda (electronically prior to meeting)	1 day		Tue 7/2/13
1131	Distribute other appropriate documentation (electronically prior to meeting)	1 day		Tue 7/2/13
1132	Hold meeting with team leaders/members	1 day	1131	Wed 7/3/13
1133	Make introductions	1 day		Wed 7/3/13
1134	Distribute revised concept plan	1 day		Wed 7/3/13
1135	Review project goals and objectives	1 day		Wed 7/3/13
1136	Review timelines and critical paths	1 day		Wed 7/3/13
1137	Stress the priority and important role this project plays in the district/school	1 day		Wed 7/3/13
1138	Review revised concept plan with implementation team leaders/members	1 day		Wed 7/3/13
1139	Address questions/concerns	1 day		Wed 7/3/13
1140	Determine schedule of future meetings	1 day		Wed 7/3/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1141	Suggest that teams begin to meet individually	1 day		Wed 7/3/13
1142	Have team leaders meet with teams	8 days	1132	Thu 7/4/13
1143	Team leaders build charter and action plan for their teams	5 days		Thu 7/4/13
1144	Team leaders establish team roles and responsibilities	3 days	1143	Thu 7/11/13
1145	Team leaders establish time, date and location for meeting with their teams	1.5 days		Thu 7/4/13
1146	Team leaders meet with their teams	2 days	1145	Fri 7/5/13
1147	Review the overarching charter for the team	1 day		Fri 7/5/13
1148	Identify roles for each team member	1 day	1147	Mon 7/8/13
1149	Determine which team member(s) will complete individual action items	1 day		Fri 7/5/13
1150	Determine whether to organize sub-group teams for specific assignments	1 day		Fri 7/5/13
1151	Determine timeline for action item execution (in accordance with overall concept plan timeline)	1 day		Fri 7/5/13
1152	Discuss with team members their responsibility to update the project plan document on a regular basis	1 day		Fri 7/5/13
1153	Record assignments and timeline	1 day		Fri 7/5/13
1154	Determine schedule of future meeting(s) with team members	1 day		Fri 7/5/13
1155	Designate how and when team members will report action steps taken (e.g. at meetings, via e-mail/telephone weekly or after completion)	1 day		Fri 7/5/13
1156	Distribute document (e.g. e-mail) with assignments and timeline	1 day		Thu 7/4/13
1157	Provide administrative rights to team leaders and team members, so they can update the project plan on a regular basis	1 day		Thu 7/4/13
1158	Re-affirm roll out schedule	1 day	157	Fri 7/5/13
1159	Confirm availability of all resources required, per the Gantt plan	1 day		Fri 7/5/13
1160	Confirm and publish dates to the public	1 day		Fri 7/5/13
1161	Confirm and publish dates to vendors for their schedules	1 day		Fri 7/5/13
1162	Revise Gantt chart to reflect implementation tasks by school	1 day		Fri 7/5/13
1163	Implement Facility Upgrade Tasks	16 days		Tue 7/2/13
1164	Telephone Capacity	5 days		Tue 7/2/13
1165	Internet Connectivity	3 days		Tue 7/2/13
1166	Site Connectivity	2 days		Tue 7/2/13
1167	Local Area Network Capacity	1 day		Tue 7/2/13
1168	Wide Area Network Capacity	1 day		Tue 7/2/13
1169	Identify location of physical space for router and servers, etc.	6 days		Tue 7/2/13
1170	Identify and confirm availability of space for route, servers and other equipment	1 day		Tue 7/2/13
1171	Verify additional air conditioning is required	1 day	1170	Wed 7/3/13
1172	Verify security measures adequate	1 day	1171	Thu 7/4/13
1173	Identify location of racks	3 days	1172	Fri 7/5/13
1174	Determine necessary size and capacity of racks	1 day		Fri 7/5/13
1175	Locate locking racks	1 day	1174	Mon 7/8/13
1176	Procure and install racks	1 day	1175	Tue 7/9/13
1177	Implement cooling upgrades if required	6 days		Tue 7/2/13
1178	Schedule Installation of new cooling hardware	3 days		Tue 7/2/13
1179	Verify and test new monitoring equipment	1 day	1178	Fri 7/5/13
1180	Test and verify new hardware	1 day	1179	Mon 7/8/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1181	Migrate to production	1 day	1180	Tue 7/9/13
1182	Implement backup power hardware	5 days		Tue 7/2/13
1183	Schedule Installation of new hardware	1 day		Tue 7/2/13
1184	Verify and test new monitoring equipment	1 day	1183	Wed 7/3/13
1185	Test and verify new hardware	1 day	1184	Thu 7/4/13
1186	Schedule downtime	1 day	1185	Fri 7/5/13
1187	Migrate to production	1 day	1186	Mon 7/8/13
1188	Implement electrical upgrade plan	16 days		Tue 7/2/13
1189	Identify electrical requirements	1 day		Tue 7/2/13
1190	Identify and deal with dependencies (e.g. insufficient circuit capacity, circuits, outlets)	1 day	1189	Wed 7/3/13
1191	Obtain necessary permits	10 days	1190	Thu 7/4/13
1192	Identify electrical contractor	2 days	1191	Thu 7/18/13
1193	Enter contract with manufacturer	1 day	1192	Mon 7/22/13
1194	Schedule electrical installation	1 day	1193	Tue 7/23/13
1195	Establish Internet Connectivity	3 days	1158	Mon 7/8/13
1196	Verify Internet service provider (ISP) Requirements Met	1 day	608	Mon 7/8/13
1197	Verify incremental connectivity plan complete	1 day	Mon	7/8/13
1198	Verify E-Rate	1 day	Mon	7/8/13
1199	Verify contract with services	1 day		Mon 7/8/13
1200	Ensure virus/content filtering in place	2 days	1196	Tue 7/9/13
1201	Establish adequate firewall	1 day		Tue 7/9/13
1202	Establish adequate virus protection	1 day		Tue 7/9/13
1203	Establish adequate content filter	2 days		Tue 7/9/13
1204	Install uninterruptable power supply (UPS)	1.5 days		Tue 7/2/13
1205	Identify correct voltage, capacity and number of circuits	1 day		Tue 7/2/13
1206	Procure UPS	1 day		Tue 7/2/13
1207	Install UPS	1.5 days		Tue 7/2/13
1208	Install and configure servers	12 days	1158	Mon 7/8/13
1209	Identify appropriate servers	1 day		Mon 7/8/13
1210	Identify lead time to procure, receive, and install servers	5 days	1209	Tue 7/9/13
1211	Install, configure, and test servers	3 days	1210	Tue 7/16/13
1212	Install server applications and test	3 days	1211	Fri 7/19/13
1213	Configure server storage	11 days	1208	Wed 7/24/13
1214	Determine who requires server space	5 days		Wed 7/24/13
1215	Determine server space quotas by user type	1 day	1214	Wed 7/31/13
1216	Determine total server space required for storage	3 days	1215	Thu 8/1/13
1217	Create server folders required for storage - by user type	2 days	1216	Tue 8/6/13
1218	Install and configure router	7 days	1158	Mon 7/8/13
1219	Identify appropriate router	1 day		Mon 7/8/13
1220	Identify lead time to procure, receive, and install router	1 day	1219	Tue 7/9/13
1221	Install, configure, and test router	5 days	1220	Wed 7/10/13
1222	Conduct system tests	21 days	1158	Mon 7/8/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1223	Conduct overall system test	4 days		Mon 7/8/13
1224	Determine software requirement specifications	1 day		Mon 7/8/13
1225	Conduct system test	3 days	1224	Tue 7/9/13
1226	Conduct peak load test	7 days	1223	Fri 7/12/13
1227	Determine number of users	1 day		Fri 7/12/13
1228	Determine levels of concurrent use	6 days	1227	Mon 7/15/13
1229	Internet browsing	1 day		Mon 7/15/13
1230	E-mailing	1 day	1229	Tue 7/16/13
1231	Virtual fieldtrips	1 day	1230	Wed 7/17/13
1232	Educational games	1 day	1231	Thu 7/18/13
1233	Long-distance learning	1 day	1232	Fri 7/19/13
1234	Online videos	1 day	1233	Mon 7/22/13
1235	Conduct standard tests	2 days	1226	Tue 7/23/13
1236	Conduct stress test	3 days	1235	Thu 7/25/13
1237	Conduct redundancy test (i.e. simulate a supplier going down)	2 days	1236	Tue 7/30/13
1238	Conduct UPS test (power failure)	1 day	1237	Thu 8/1/13
1239	Develop punch list	1 day	1238	Fri 8/2/13
1240	Respond to all punch list items	1 day	1239	Mon 8/5/13
1241	Obtain warranty and service documentation	1 day	1158	Mon 7/8/13
1242	Obtain and file all service and warranty documentation	1 day		Mon 7/8/13
1243	Note service dates	1 day		Mon 7/8/13
1244	Implement student and teacher computer installation process	15 days	1158	Mon 7/8/13
1245	Receive additional hardware	2 days		Mon 7/8/13
1246	Create Identifying Tags For Each Distributed Device	1 day		Mon 7/8/13
1247	Determine quantity of devices	1 day		Mon 7/8/13
1248	Determine quantity of any other distributed items	1 day		Mon 7/8/13
1249	Create a spreadsheet or use deployment tools to assign a number to each device and other distributed items	1 day		Mon 7/8/13
1250	Locate a printer with the capacity to print asset tags	1 day		Mon 7/8/13
1251	Create a tag/sticker for each distributed item with its assigned item (preferably with a bar code)	1 day		Mon 7/8/13
1252	Attach the tag/sticker to each item	1 day		Mon 7/8/13
1253	Image a sample computer	15 days		Mon 7/8/13
1254	Identify all required software for image	5 days		Mon 7/8/13
1255	Academic tools	1 day		Mon 7/8/13
1256	Productivity tools (WP SS DB)	1 day	1255	Tue 7/9/13
1257	Lockdown SW	1 day	1256	Wed 7/10/13
1258	Anti-theft SW	1 day	1257	Thu 7/11/13
1259	Other	1 day	1258	Fri 7/12/13
1260	Build samples	2 days	1254	Mon 7/15/13
1261	Have users with various specialties test the sample computer (e.g. computer instructor, math instructor, art instructor)	1 day	1260	Wed 7/17/13
1262	Make any necessary changes to the image	1 day	1261	Thu 7/18/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1263	Image the remainder of the devices	1 day	1262	Fri 7/19/13
1264	Obtain imaging SW	1 day 1	263	Mon 7/22/13
1265	Obtain or set up imaging equipment (routers, cables, power, etc)	1 day	1264	Tue 7/23/13
1266	Identify required personnel	1 day	1265	Wed 7/24/13
1267	Perform imaging	1 day	1266	Thu 7/25/13
1268	Test imaged computers per test script	1 day 1	267	Fri 7/26/13
1269	Implement student information system (SIS)	14 days	1158	Mon 7/8/13
1270	Install Software	2 days		Mon 7/8/13
1271	Configure software per requirement document	5 days	1270	Wed 7/10/13
1272	Test configuration per Test document	5 days	1271	Wed 7/17/13
1273	Migrate to production environment	2 days	1272	Wed 7/24/13
1274	Implement Learning Management System (LMS)	14 days	1269	Fri 7/26/13
1275	Install Software	2 days		Fri 7/26/13
1276	Configure software per requirement document	5 days	1275	Tue 7/30/13
1277	Test configuration per Test document	5 days	1276	Tue 8/6/13
1278	Migrate to production environment	2 days	1277	Tue 8/13/13
1279	Establish e-mail system	10 days	1158	Mon 7/8/13
1280	Install Software	2 days		Mon 7/8/13
1281	Configure software per requirement document	2 days	1280	Wed 7/10/13
1282	Test configuration per Test document	1 day	1281	Fri 7/12/13
1283	Migrate to production environment	5 days	1282	Mon 7/15/13
1284	Establish assessment system	14 days	1274	Thu 8/15/13
1285	Install Software	2 days		Thu 8/15/13
1286	Configure software per requirement document	5 days	1285	Mon 8/19/13
1287	Test configuration per Test document	5 days	1286	Mon 8/26/13
1288	Migrate to production environment	2 days	1287	Mon 9/2/13
1289	Establish data analytics system	14 days	1158	Mon 7/8/13
1290	Install Software	2 days		Mon 7/8/13
1291	Configure software per requirement document	5 days	1290	Wed 7/10/13
1292	Test configuration per Test document	5 days	1291	Wed 7/17/13
1293	Migrate to production environment	2 days	1292	Wed 7/24/13
1294	Establish SIF (School Interoperability Framework)	14 days	1158	Mon 7/8/13
1295	Install Software	2 days		Mon 7/8/13
1296	Configure software per requirement document	5 days	1295	Wed 7/10/13
1297	Test configuration per Test document	5 days	1296	Wed 7/17/13
1298	Migrate to production environment	2 days	1297	Wed 7/24/13
1299	Establish curriculum system(s)	7 days	1294	Fri 7/26/13
1300	Install Software	2 days		Fri 7/26/13
1301	Configure software per requirement document	2 days	1300	Tue 7/30/13
1302	Test configuration per Test document	2 days	1301	Thu 8/1/13
1303	Migrate to production environment	1 day	1302	Mon 8/5/13
1304	Data Warehousing	15 days	1158	Mon 7/8/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1305	Install Software 2 days Mon 7/8/13			
1306	Configure software per requirement document 5 days 1305 Wed 7/10/13			
1307	Test configuration per Test document 5 days 1306 Wed 7/17/13			
1308	Migrate to production environment 3 days 1307 Wed 7/24/13			
1309	Social Media Systems 8 days 1158 Mon 7/8/13			
1310	Install Software 2 days Mon 7/8/13			
1311	Configure software per requirement document 2 days 1310 Wed 7/10/13			
1312	Test configuration per Test document 2 days 1311 Fri 7/12/13			
1313	Migrate to production environment 2 days 1312 Tue 7/16/13			
1314	Cloud Connectivity Systems 8 days 1309 Thu 7/18/13			
1315	Install Software 2 days Thu 7/18/13			
1316	Configure software per requirement document 2 days 1315 Mon 7/22/13			
1317	Test configuration per Test document 2 days 1316 Wed 7/24/13			
1318	Migrate to production environment 2 days 1317 Fri 7/26/13			
1319	Systems Management Software 11 days 1279 Mon 7/22/13			
1320	Install Software 1 day Mon 7/22/13			
1321	Configure software per requirement document 5 days 1320 Tue 7/23/13			
1322	Test configuration per Test document 2 days 1321 Tue 7/30/13			
1323	Migrate to production environment 3 days 1322 Thu 8/1/13			
1324	Single Signon 17 days 1319 Tue 8/6/13			
1325	Install Software 2 days Tue 8/6/13			
1326	Configure software per requirement document 5 days 1325 Thu 8/8/13			
1327	Test configuration per Test document 5 days 1326 Thu 8/15/13			
1328	Migrate to production environment 5 days 1327 Thu 8/22/13			
1329	Create disaster recovery plan 10 days 1158 Mon 7/8/13			
1330	Identify key failure modes 1 day Mon 7/8/13			
1331	Develop recovery plans 5 days Mon 7/8/13			
1332	Implement Backup Plan 10 days 1158 Mon 7/8/13			
1333	Determine information to back up 3 days Mon 7/8/13			
1334	Determine amount of space required for back up 3 days 1333 Thu 7/11/13			
1335	Determine storage location (e.g. cloud) 2 days 1334 Tue 7/16/13			
1336	Determine accessibility of backup 2 days 1335 Thu 7/18/13			
1337	Conduct disaster drill 4 days 1158 Mon 7/8/13			
1338	Test Backup plan 4 days Mon 7/8/13			
1339	Test student laptop data recovery 1 day Mon 7/8/13			
1340	Test teacher laptop data recovery 1 day 1339 Tue 7/9/13			
1341	Test Server data recovery 1 day 1340 Wed 7/10/13			
1342	Test Subsystem Data Recovery (IIS, SIS, LMS, etc) 1 day 1341 Thu 7/11/13			
1343	Identify and address all deficiencies 3 days 1337 Fri 7/12/13			
1344	Conduct security audit 8 days 1158 Mon 7/8/13			
1345	Cloud security 2 days Mon 7/8/13			
1346	Server security 2 days 1345 Wed 7/10/13			

ID	TASK NAME	DURATION	PREDECESSORS	START
1347	Application security	2 days	1346	Fri 7/12/13
1348	Physical security	2 days	1347	Tue 7/16/13
1349	Address deficiencies	2 days	1344	Thu 7/18/13
1350	Implement Professional Learning Plan	41 days	1158	Mon 7/8/13
1351	Plan for teacher attendance	1 day		Mon 7/8/13
1352	Released time	1 day		Mon 7/8/13
1353	Obtain substitutes	1 day		Mon 7/8/13
1354	Host Live Webinars (if selected as a modality)	6.5 days		Mon 7/8/13
1355	Develop curriculum	5 days		Mon 7/8/13
1356	Select teachers	1 day	1355	Mon 7/15/13
1357	Prepare content (PowerPoint presentations etc.) for webinar	1 day		Mon 7/8/13
1358	Member of professional development working group reviews content with potential trainees	1 day		Mon 7/8/13
1359	Acquire webinar enrollment registration tool	1 day		Mon 7/8/13
1360	Determine registration priorities (First come, or scheduled)	1 day		Mon 7/8/13
1361	Test registration system	1 day	1360	Tue 7/9/13
1362	Distribute registration tool to those who responded to survey	1 day	1361	Wed 7/10/13
1363	Review registration responses	1 day 1	362	Thu 7/11/13
1364	If required, implement plan to ensure needed attendance	1 day		Thu 7/11/13
1365	Notify registrants that they have successfully registered for their class	1 day	1363	Fri 7/12/13
1366	Include in notification time, date, location, etc	1 day		Fri 7/12/13
1367	Notify registrants of any pre-work required before attending class	1 day		Fri 7/12/13
1368	Include method for students to cancel attendance in the event they are unable to attend	1 day		Fri 7/12/13
1369	Notify registrants as to any hardware they need to have, specific software that should be pre-installed on hardware, etc.	1 day		Fri 7/12/13
1370	Keep a running list of all attendees and those potential attendees on the waiting list	1.5 days	1365	Mon 7/15/13
1371	If professional development classes are full, create a waiting list	1 day		Mon 7/8/13
1372	Notify those who are on a waiting list	1 day		Mon 7/8/13
1373	Select Webinar software tool	1 day		Mon 7/8/13
1374	Test all webinar functionality well in advance of presentation	1 day		Mon 7/8/13
1375	Ensure that all trainers participants participate in a minimum of two "dress rehearsals" prior to live webinar	1 day		Mon 7/8/13
1376	Critique dress rehearsal and make appropriate changes in presentation	1 day		Mon 7/8/13
1377	Send reminder note out to all registered attendees two days before live webinar	1 day		Mon 7/8/13
1378	Deliver webinar	1 day		Mon 7/8/13
1379	Create evaluation tool/survey for webinar	1.5 days		Mon 7/8/13
1380	Immediately following webinar, send evaluation tool out to attendees	1 day		Mon 7/8/13
1381	Review evaluation responses	1 day		Mon 7/8/13
1382	Prepare summary of evaluations	1 day		Mon 7/8/13
1383	Distribute summary evaluation data to appropriate individuals and groups	1 day		Mon 7/8/13
1384	Post recorded webinar for future viewing	1 day		Mon 7/8/13
1385	Post course materials	1 day		Mon 7/8/13
1386	Host Live Professional Development Sessions (if selected as a modality)	20.5 days	1354	Tue 7/16/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1387	Determine internal capacity for hosting live professional development sessions	7 days		Tue 7/16/13
1388	Identify potential trainers	5 days		Tue 7/16/13
1389	Identify classes and the numbers of classes needed	1 day		Tue 7/16/13
1390	Determine costs for engaging trainers	1 day	1389	Wed 7/17/13
1391	Determine trainer availability	1 day	1390	Thu 7/18/13
1392	Select trainers	1 day	1391	Fri 7/19/13
1393	Engage trainers	1 day	1392	Mon 7/22/13
1394	Determine whether district/school has sufficient physical facilities	1 day	1388	Tue 7/23/13
1395	Determine whether district/school has sufficient technology resources for presentations	1 day	1394	Wed 7/24/13
1396	Identify professional development needs for which there is no internal capacity to deliver	1 day	1387	Thu 7/25/13
1397	Host live professional development sessions	12.5 days	1396	Fri 7/26/13
1398	Select location/s for sessions	1 day		Fri 7/26/13
1399	Build webinar enrollment registration tool	1 day	1398	Mon 7/29/13
1400	Determine whether registration is on a first-come, first-served basis	1 day	1399	Tue 7/30/13
1401	Test registration system	1 day	1400	Wed 7/31/13
1402	Distribute registration tool to those who responded to survey	1 day	1401	Thu 8/1/13
1403	Amalgamate registration responses	1 day	1402	Fri 8/2/13
1404	Notify registrants that they have successfully registered for their class	4 days	1403	Mon 8/5/13
1405	Include in notification time, date, location, issues about parking, meals, etc.	1 day		Mon 8/5/13
1406	Notify registrants of any pre-work required before attending class	1 day	1405	Tue 8/6/13
1407	Include method for students to cancel attendance in the event they are unable to attend	1 day	1406	Wed 8/7/13
1408	Notify registrants as to any hardware they need to have, specific software that should be pre-installed on hardware, etc.	1 day	1407	Thu 8/8/13
1409	Keep a running list of all attendees and those potential attendees on the waiting list	1.5 days	1404	Fri 8/9/13
1410	If professional development classes are full, create a waiting list	1 day	1409	Tue 8/13/13
1411	Notify those who are on a waiting list	1 day		Fri 7/26/13
1412	Test presentation technology functionality well in advance of presentation	1 day		Fri 7/26/13
1413	Ensure that all teachers participate in a minimum of one "dress rehearsal" prior to live webinar	1 day		Fri 7/26/13
1414	Critique dress rehearsal and make appropriate changes in presentation	1 day		Fri 7/26/13
1415	Send reminder note out to all registered attendees two days before live sessions	1 day		Fri 7/26/13
1416	Host live sessions	1 day		Fri 7/26/13
1417	Create evaluation tool/survey	1.5 days		Fri 7/26/13
1418	Immediately following sessions, send evaluation tool out to attendees	1 day		Fri 7/26/13
1419	Amalgamate evaluation responses	1 day		Fri 7/26/13
1420	Prepare summary of evaluations	1 day		Fri 7/26/13
1421	Distribute summary evaluation data to appropriate individuals and groups	1 day		Fri 7/26/13
1422	Organize Ongoing Professional Development Sessions/Resources	8 days	1397	Wed 8/14/13
1423	Provide instructional sessions for those requiring additional training	2 days		Wed 8/14/13
1424	Identify supplemental training needs	1 day		Wed 8/14/13
1425	Determine whether supplemental training is appropriate at this time or whether it would be appropriate to delay	1 day	1424	Thu 8/15/13
1426	Provide advanced sessions for supplemental training	3 days	1423	Fri 8/16/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1427	Identify supplemental training needs	1 day Fri 8/16/13		
1428	Prioritize whether this advanced/supplemental training is appropriate at this time (possibly delay to later date)	1 day	1427	Mon 8/19/13
1429	If needed now, begin planning and delivery process again	1 day	1428	Tue 8/20/13
1430	Identify subject experts for teachers to approach with questions	3 days	1426	Wed 8/21/13
1431	Identify expert(s) in locating digital curriculum materials	1 day		Wed 8/21/13
1432	Identify expert(s) in integrating former curriculum materials into digital learning environments	1 day	1431	Thu 8/22/13
1433	Notify teachers whom they should approach with questions	1 day	1432	Fri 8/23/13
1434	Organize in-classroom mentoring program	4 days	1422	Mon 8/26/13
1435	Identify potential in-district mentors	1 day		Mon 8/26/13
1436	Identify potential mentor consultants	1 day	1435	Tue 8/27/13
1437	Schedule in-classroom mentoring on a once a week/school basis for school year	1 day	1436	Wed 8/28/13
1438	Create in-classroom mentoring topic schedule by month	1 day	1437	Thu 8/29/13
1439	Organize Principal mentoring program	1 day	1434	Fri 8/30/13
1440	Identify potential mentors	1 day		Fri 8/30/13
1441	Schedule monthly mentoring visits	1 day		Fri 8/30/13
1442	Create principal mentoring topic list by month	1 day		Fri 8/30/13
1443	Review mentoring activity monthly	1 day	1439	Mon 9/2/13
1444	Identify required changes and implement	1 day		Mon 9/2/13
1445	Implement Continuous Improvement Program	4 days	1443	Tue 9/3/13
1446	Select continuous improvement methodology and acquire materials	1 day		9/3/13
1447	Schedule monthly team continuous improvement meetings	1 day		Tue 9/3/13
1448	Review current progress versus original goals	2 days		Tue 9/3/13
1449	Identify areas requiring improvement or change	1 day	1448	Thu 9/5/13
1450	Implement corrective actions	1 day	1449	Fri 9/6/13
1451	Conduct ongoing PR program	1 day		Tue 7/2/13
1452	Identify audiences	1 day		Tue 7/2/13
1453	Identify messages	1 day		Tue 7/2/13
1454	Identify deliverables	1 day		Tue 7/2/13
1455	Implement plan	1 day		Tue 7/2/13
1456	Project Evaluation	8 days	1450	Mon 9/9/13
1457	Academic Evaluation	8 days		Mon 9/9/13
1458	Identify internal evaluator	1 day		Mon 9/9/13
1459	Identify external evaluator	1 day		Mon 9/9/13
1460	Determine evaluation measures and techniques	1 day		Mon 9/9/13
1461	Qualitative	1 day		Mon 9/9/13
1462	Quantitative	1 day		Mon 9/9/13
1463	Quasi-experimental	1 day		Mon 9/9/13
1464	Conduct Internal Evaluation	5 days		Mon 9/9/13
1465	Identify control groups	1 day		Mon 9/9/13
1466	Collect baseline data at beginning of project	1 day		Mon 9/9/13
1467	Conduct on-site visits	5 days		Mon 9/9/13

ID	TASK NAME	DURATION	PREDECESSORS	START
1468	Gather and compile information from on-site visits for review	2 days		Mon 9/9/13
1469	Evaluate compiled information	1 day		Mon 9/9/13
1470	Determine best practices to continue	3 days		Mon 9/9/13
1471	Determine any changes to implement	2 days		Mon 9/9/13
1472	Record action items to take	1 day		Mon 9/9/13
1473	Conduct External Evaluation	3 days	1464	Mon 9/16/13
1474	Identify control groups	1 day		Mon 9/16/13
1475	Collect baseline data	1 day		Mon 9/16/13
1476	Gather information	3 days		Mon 9/16/13
1477	Compile information for review	1 day		Mon 9/16/13
1478	Evaluate compiled information	1 day		Mon 9/16/13
1479	Recommend best practices to continue	1 day		Mon 9/16/13
1480	Recommend any changes to implement	1 day		Mon 9/16/13
1481	Record recommendations	1 day		Mon 9/16/13
1482	Publish evaluation results	1 day		Mon 9/9/13
1483	Publish white papers and success stories, both print and video	1 day		Mon 9/9/13
1484	Financial Evaluation	5 days		Mon 9/9/13
1485	Identify evaluator	1 day		Mon 9/9/13
1486	Determine evaluation format	1 day		Mon 9/9/13
1487	Determine data sources	1 day		Mon 9/9/13
1488	Ensure the required level of detail is available	1 day		Mon 9/9/13
1489	Collect baseline financial data	5 days		Mon 9/9/13
1490	Establish data reporting tools to collect regular financial data	3 days		Mon 9/9/13
1491	Analyze data	5 days		Mon 9/9/13
1492	Develop report and recommendations	1 day		Mon 9/9/13
1493	Evaluate recommendations and make required changes	1 day		Mon 9/9/13
1494	Create Second-Year Plan	10 days	1450	Mon 9/9/13
1495	Review action items from internal evaluation	5 days		Mon 9/9/13
1496	Review recommendations from external evaluation	2 days		Mon 9/9/13
1497	Compile information from internal and external evaluations	5 days		Mon 9/9/13
1498	Draft second-year plan	10 days		Mon 9/9/13
1499	Have executive team and implementation teams review and suggest revisions	2 days		Mon 9/9/13
1500	Input necessary revisions second-year plan	2 days		Mon 9/9/13
1501	Complete final second-year plan	1 day		Mon 9/9/13