

Project Plan for Calendar Project

1. **Set up/project preparation**
 - a. **Review project timeline**
 - b. **Hardware—SUN/UNIX server (S)**
 - S3 and WSU/DALNET
 - c. **Software—Web Event and UNIX**
 - S3 and WSU/DALNET
 - security/authorization permissions/upgrades?
 - subscribe to Web Event listserv
 - d. **Complete specifications**
 - (1) DALNET membership form
 - (2) organizational forms for 3 orgs.
 - e. **Identify 3 organizations and gather info**
 - contacts – participation agreements.
 - f. **Establish contacts/project leads**
 - listserv for project?
 - meetings for delivery, etc.?
 - project administrator (approve payment, monitor costs)
 - reports—bi-weekly of status and hours—to whom?
 - progress in period
 - deliverables
 - expected in next per.
 - issues
 - hours
 - g. **Plan for publicity when “go live”**
 - user evaluation/feedback mechanism
 - usage data/stats
2. **Development of customized software**
 - a. **calendar, member form, organization forms**
 - b. **documentation of mods.**
 - c. **installation of test version on WSU server**
 - backup copies
3. **Testing by DALNET**
 - a. **design testing plan for testing by DALNET**
 - input data—3 orgs
 - member form
 - calendar data
 - security/auth. for user input and edit of datawho tests?
 - DALNET Staff
 - Health Science TF
 - Orgs.
 - Users—identify
 - b. **Fix problems identified during testing**

4. **Install production/version on DALNET server**
 - a. **Install in prod.**
 - establish security/authorizations for IT and user staff
 - link on DALNET Website
 - integrate into Im@gine catalog(s)
 - statistics/usage data activated
 - established backup/emergency procedures
 - train DALNET staff to support software
 - incl. add>org., forms
 - b. **"Go live" to users**
 - announcement to DALNET libraries and Health Science Info. Providers group and others?
 - expand to 10 organizations
 - train orgs. to input/edit data
 - c. **Completion of S3 contract**
 - deliver any outstanding doc. and reports and copyright?
 - remove Web Event software from S3 servers
 - final review and signoff
 - authorize payment

5. **Evaluate and recommend re. continuation of this service and its role in I Hub**
 - cost
 - use
 - ease of data/input/maintenance
 - feedback from organizations and users