

Official Timeline for TM10 Elementary Technology Modernization Process

Date	What will happen:	You will need to do:
Jan - March	Meeting: with Field Installation staff at individual school / Principal / Building Services / Media Specialist / ITSS Nuts and bolts of integration	Ask detail process questions
April -June	Meeting: with Technology Consultants / Principal/ Tech Mod Team: Training Planning	
March-April	School ITSS will deliver at a Media Specialists meeting: 1. Map of final placement locations of new computers 2. Map of final placement of new printers 3. Map of old equipment: that stays and where it stays 4. Current inventory 5. Current IP address list 6. Completed school spreadsheets 7. Additional Information Sheet 8. Printer selection approval signoff	1. Mark school map with intended locations of new computers 2. Mark school map with intended locations of new printers 3. Mark school map with locations of where existing equipment will be located after integration. 4. List type, location and barcode number of old equipment 5. Complete spreadsheets 6. Obtain IP list from school ITSS 7. Complete Additional Info. Sheet 8. Principal selects printer and AV option and signs the printers/AV option sheet.
March – June	New servers and 2 workstations shipped to schools; Vendors will complete work on server	
June	Signs must be placed by school (usually Media Specialist) for new equipment; existing equipment is labeled	Placement for new machines and printers must be labeled with signs provided. Existing equipment is labeled with correct signs
(As early as 10 days before	Workstations and printers shipped to school to secure location	1. All furniture and old computers, printers, scanners, etc. must be marked clearly with

Technology Modernization Program
 FY10

integration)		signs provided. 2. Existing furniture and carts must be cleared off of anything other than surplus computers
1 to 2 days before integration	TM technical staff visits school to customize image and last minute settings	School needs to leave 1 copy of all school purchased software and necessary licenses, installation codes in an area accessible to TM staff
Integration	Vendor will integrate new computers	ITSS will reinstall keeper peripherals and stand alone software, assign IPs to printers, assist Tech Mod team as necessary.
	Integration Week	Be patient and flexible.
Integration	Existing computers will be moved, replaced or surplus. Computers will be unavailable one of the integration days	
End of Integration	Staff will be able to access moved documents and staff programs.	Use your new equipment!
(within a few days after)	Quality control team will check new equipment	
(About 1 week after)	CD's and additional software will be installed and pushed out to classroom machines	
(About 1 week after)	Surplus equipment picked up by warehouse	
August	Software and other miscellaneous TM items are delivered to schools	
Mid-late August	Student Ids will be created	