Microsoft Office 2007 Implementation Timeline Proposal

December 19, 2006:
Initial Testing begins
Software Update Informational website developed

January 19, 2007:
Discuss in TLTR meeting (include Vista plans)

January 30, 2007:
Deploy Office 2003 conversion tool on campus

February 1, 2007:
Email communication to campus announcing Office 2007 implementation plans & upcoming Office 2007 training (include Vista plans)
Pilot in an SCSU department

February 5-9, 2007:
Office 2007 Training (by Brad Grabham)

March 1, 2007:
Postcard to campus announcing upcoming implementation of Office 2007
Potential showcase in a lab
Update to TLTR about status of pilot program and initial testing
Announce in “What’s New” section of Technology Handbook
Present at Academic Affairs & TPR

April 23, 2007:
Email communication to campus (reminder of upcoming implementation many areas)

May 21, 2007:
Mainstream deployment in many areas