

SES Technology Upgrade Project

Original Plan (Phase 1)

Minutes from Meeting 5/2/2011

➤ = Milestone missed

Planning

- ✓ Technology project team documents vision Completed by January 2011
- ✓ Technology review for Phase 1 and 2 – Completed by March 2011
- Permanent Project Manager for Phase 1 and 2 – Hired by March 31, 2011
- Internal Specifications complete and approved by board – April 15st, 2011
- CTAP resource review specifications and develop RFP –April 31st 2011
- Plan for Power upgrade in Lab complete by April 1st 2011
- RFP posted by May 5th, 2011
- Vendors selected by May 31st 2011

Implementation Site Preparation

- County Schools network upgrade complete by June 2011 (need update)
- Power upgrade complete by June 10th 2011
- ATT CSME 1Gb fiber link installed by July 10th (may be at risk due to construction plan)

Implementation Phase 1 Complete by August 2011

- Upgrade Lan, Install VDI servers, Smartboards , Sound and Teacher Laptops, VDI implemented on servers, servers consolidated and virtualized)

Implementation Phase 2 Complete by Dec 2011

- Install Lab as test environment for VDI, prove concept in controlled environment

Implementation Phase 3 Complete by August 2012

- Staff and Teacher VDI devices Installed
- 6 Student VDI devices

Milestones Missed or delayed

- 6 week (or more) delay in hiring Permanent Project Manager
- CTAP resource hire delayed (superintendent said too expensive)
- Electrical upgrade plan for computer lab not confirmed

Proposed Changes to plan (subject to confirmation by SES board of Trustees)

A 6 week delay in hiring a permanent project manager, RFP consultants and district council legal opinion disqualifying all or part of the technology committee has impacted project timelines. It is recommended that project milestones be moved back to accommodate necessary transition of knowledge base to new Project team. It is further recommended that new project milestones be reviewed by new Superintendent to garner support for the vision.

Project Manager hire

Interviews to be completed, Candidate presented to board by May 11th (per superintendent)

Pre-requisites

- New Project Plan defined and approved
- Job description, experience requirements and responsibilities defined and approved
- Compensation defined and approved
- Interview questions, rating scales defined and approved
- Reference check completed
- Board approval
- PM is available?

(New)Phase 1 to be completed by August 2011

- 1) **Smartboards, laptops and sound installed in all remaining classrooms**
 - a. **Option (install Notebook on existing computers or laptops)**

Pre-requisites

- Power assessment and upgrade for Building A if necessary (Casey and Pat)
- Professional development days in August, Notebook, Win7, Office 2010 and laptop operations (MCA to determine contractual issues, JA to develop curriculum)
- IVS proposal (Bakersfield piggyback) accepted in May\ contracted for July implementation
 - (GS to obtain proposal for review)
- District Project Manager hired and knowledgeable
- District maint .personnell available to assist in room prep (whiteboard de-install, re-install)
 - DR and TR will work with teachers on classroom design
 - Will wait on proposal from IVS to determine whether service will be included
- Disposal or re-deployment plan for existing teacher devices to be developed
 - Technology Committee

- 2) **Fiber and cable upgrade (RFP or RFQ required)(GS has specs)**
- Upgrade 1GB fiber to 10Gb (specifications and installation notes available)
 - Pull 3 CAT6 cables to each office and classroom

Pre-requisites

- RFP for services complete by May 15th
- Bid accepted, contractor can complete work by June 30th

- 3) **1 GB switches with 10GB uplink in all buildings, connection with ATT CSME service**
Optionally add wireless access installation at same time

Pre-requisites

- Project manager onboard. (Pat Wylie to be highly available to assist.)
- NetVad services contract executed (in process)
- RFP for equipment and services complete by May 15th
- Bid accepted, contractor can begin work by June 31st
- Lab power upgraded (not required for network only, but should be upgraded)
 - DTozier has provided quote, Casey to discuss with Norm)

Open issues

Pat or Jim Britt will need to be available this summer.

RFP and summer plan

If PM not available until June, who is going to develop the RFP\ summer project plan?

PC and Network Support Services

If we only implement the network portion,(and not the VDI) I assume we will want to contract for network support. The original plan was to contract with a company capable of providing A to Z support of the network, servers and all devices. This issue will need to be addressed in the RFP. Likewise support for the laptops (if implemented) Training for Win7 and Office 2010 will need to be developed.

Power upgrades

Determine whether or not to upgrade computer lab now or wait. Determine feasibility of upgrading Building A this summer to accommodate Smartboards.

The rest of the plan

Meet with Leigh and discuss project vision

Determine responsibilities for development of Phase 2 project plan