

## Action Plan

<b>Project Title:</b> Employee Intranet - Phase I	<b>DocPlan or Doc Request:</b> DR-11-161; DOCPLAN-004	<b>Management Owner:</b> J. Thomas	<b>Create Date:</b> 10/26/2012
<b>Review Team:</b> [REDACTED]	<b>Revision Date:</b> 1/18/2013		

Core Objective: Present and implement an economical and "easy to maintain" solution for organizing training documentation created by the group, along with other general departmental information at [REDACTED] until a LMS system can be instituted. While [REDACTED] has a policy for naming departmental documentation (DOC-DES-10000), there is no logical place to find these documents. An employee intranet will solve this problem.A1				Timeline												Target Improvement		Comments
																Status (Past Due in Red)	Impact	
				Planned Dates MM/DD/YY	2012			2013										
Action Steps		Owner (Lead is bold)	Milestone		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept		
1.0	Review Doc and Action Plan		[REDACTED]	Approve Project	11/05/12		X											Complete 11/5/2012
2.0	Content:																	
	Main Page		[REDACTED]	Finalize initial site page	12/15/12													
	HR Page (forms, benefits)		[REDACTED]	Finalize initial site pages	12/15/12													
	DocMgt Pages (DocAlert, Templates, Training)		J. Thomas	Finalize initial site pages	12/15/12													
	IT Page		[REDACTED]	Finalize initial site page	12/15/12													
3.0	IT Tasks:																	
	Provide access to test machine		[REDACTED]	Provide machine access for HTML files	11/12/12		X											complete 11/2/2012
	Create Server environment (IIS)		[REDACTED]	Setup machine access for Access/SQL databases	12/15/12			X										complete 11/2/2012
	IT to resolve Thunderbird hyperlinks to site page/content in email		[REDACTED]	Support Thunderbird	12/15/12			X										complete 11/2/2012; Sent site link to Dorothy - Thunderbird opened ok
	Code or Purchase Calendar		[REDACTED]	Online Room Reservations	11/28/12		X											Subscribe to Caspio Bridge for \$3,600 (annually, renew by 11/28/2013)
	<del>Code to display Excel sheet</del>			<del>Display tracking files</del>	<del>12/15/12</del>													<del>Not needed if going with Caspio</del>
	IT resolve Mozilla link to folder issue		[REDACTED]	Support Mozilla	12/15/12													12/13-entered support ticket; 11/26/2012 - Still does not work - can't view bill's newsletters, employee docs in a folder
	Purchase/Install Kiosk(s)		[REDACTED]	Provide access to no-PC users	12/15/12				X									1/17- Expected arrival 1/23
4.0	HR to roll-out program to Dept. Mgrs		[REDACTED]	Encourage dept participation	12/15/12				X									1/18/2012 2 mtgs to mgt scheduled
5.0	Test links on IE (and Mozilla?)		DocMgt	Quality check	12/15/12			X										12/13-in progress, changing from Docmgt machine to walinvent1 server
6.0	Rollout Announcement to employees		[REDACTED]	Employee awareness	01/04/13					X								1/17 - expected on wk of 2/4
7.0	Issue DocAlert		J. Thomas	Provide maintenance instruct	01/04/13													
8.0	Populate site pages		Dept. Mgrs	Assemble/Update dept docs	12/2012-07/2013													1/17 HR, IT, Main page done; Training 85%; dept docs 80%
9.0	Distribute SurveyMonkey		DocMgt	Evaluate employee use	07/31/13													
10.0	Evaluation site for additional features		IT, HR, DOCMGT, Other depts	Before Budget closing, determine status	08/12/13													
11.0	Scope Creep																	

Add Search (Google?) to site  
Coordinate linking w/Virtualize file org (remove REV letter from filenames)  
Training enhancements (attachments, dates, etc)

IT, DOCMGT  
IT, DOCMGT  
HR, DOCMGT

- o Bird's Eye Overview (password setup, policy manuals, etc.)
- o Kiosk basics, and email
- o Taking a Training course and viewing your record

- For supervisors:
  - o Training Essentials I - Course delivery and assigning courses
  - o Training Essentials II - Tracking/updating employee training records

12/13/12-entered support ticket to IT; 11/26: Bill Gowrie wants  
12/12 - Met with Lynn & Guy to remove letters fro PDFs - OK

- For course instructors and supervisors:
  - o Training System - Creating new content (software tools and ECO process)
  - o Training System - Course delivery and managing attendance records