

# PROJECT TIMELINE

PROJECT TITLE Academic Reorganization Implementation COMPANY NAME SSU Academic Affairs  
 PROJECT MANAGER Jenn Lillig, Associate Dean Academic Programs DATE \_\_\_\_\_

Task	DETAILS	Spring 2024					Spring-Summer 2024					Summer-Fall 2024					Fall 2024-Spring/Summer 2025				
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	DEC-APR	May	June	July	Aug					
1	<b>Technology Upgrades</b> -Checklist to review tech changes -Survey to software stakeholders -MYSSU Acad Org Tree build/test -Testing new hierarchy with summer school -A&F/MYHR Tree build/test -Update Curriculum Hierarchy -Website redirects and revisions -Testing new hierarchy with summer school -Software Integrations and ESR updates -New PeopleSoft hierarchies live and acceptance																				
2	<b>Administrative Processes</b> -Academic Structure Comment Period/Finalization -Fall 2024 Planning -Determine shared service & appropriate support distribution -Review and update position descriptions -Jenn on vacation! -Notification to CFA -Notifications for any changed staff assignments or positions -New Chair recommendations/appts -Reassignment of personnel in MYSSU/MYHR -New Chairs added to Curriculum																				
3	<b>Information Updates</b> -Develop College visions -Catalog content revision -Catalog publication -Website content revisions																				
4	<b>Physical Changes</b> -Temporary signage prep and installation -Letterhead template updates -Planning for any space moves -Packing and moving -Sign Installation																				
5	<b>Project Close</b> -Debrief -Punchlist -Project Close																				

Project End