

**Communication Schedule for PantherLink
Phase 2: Migration**

Subject	Audience	Media	Target
Advisory announcement – migration is coming	UTRs, ITPC Help Desk LAN Adms. Cheng/Pedrick PL Steering Comm	E-mails	Mon. 1/14/08
Migration Reminder	All-campus	E-mail	Wed. 1/23
Migration Announcement	All-campus (faculty, staff & students)	E-mail E-announcement UITS Web site posting PantherLinkInfo Web site Posting	Tues., 1/15 Tues., 1/15 Tues., 1/15 Tues., 1/15
Migration happening New Junk/SPAM info	All-campus	E-mail	Mon., 2/4
Migration updates	All-campus	E-announcements AND E-mail to PantherLink Steering Committee AND PantherLinkInfo Web Site posting CIO Briefing Verbal Update PantherLink Update	Mon., 2/4 Mon., 2/11 Mon., 2/18 Mon., 2/25 Wed., 2/13 Thurs., 1/24 Thurs., 2/7 Thurs., 2/21 Thurs., 3/6
Migration complete, next steps	UTR's Help Desk LAN Adms. ITPC All-campus (faculty, staff & students) Faculty/staff	E-mail E-mail (D. Crass) E-announcement UITS Web site posting PantherLinkInfo Web site posting UWM Report	Mon., 3/3 Tues., 3/4 Tues., 4/1

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