



University Information  
Technology Services

### Training Timeline for PantherLink\* Phase 3: Launch of E-mail and Calendar



Category	Start Date	End Date	Task
Deadline	3/13		Help Desk training scheduled
Deadline	3/24		Help Desk training class completed
Dry Run	3/24	3/28	Help Desk training dry run
Training	4/1	4/30	All Help Desk staff trained in PantherLink
Deadline	4/7		Large group sessions scheduled
Deadline	4/7		Large group sessions put on EmployeeDev calendar
Deadline	4/21		All other training scheduled
Deadline	4/21		All other training put on EmployeeDev calendar
Deadline	4/30		“How To” documentation ready to go into Help section
Deadline	4/30		All training materials completed (courseware and handouts)
Podcasts	4/30	6/30	Work on podcasts
Dry Run	5/1	5/9	Dry run of all campus training (large group, e-mail, calendar and combined)
Training	5/19	5/30	Large group demo of PantherLink e-mail and calendar utilities E-mail system rolled out to early adopters (PantherMail still available; Exchange and GroupWise may be earlier)
Rollout	5/30		
Training	5/30	6/13	E-mail sessions and combined e-mail and calendar sessions offered
Training	6/13	6/30	E-mail sessions, calendar sessions and combined e-mail and calendar sessions offered
Rollout	6/30		Calendar system rollout
Rollout	6/30		PantherCal offline
Training	6/30	7/7	Open Lab drop-in sessions (230 imaging...in Union Lab?)
Deadline	6/30		Top 5 “How To” podcasts complete and put in Help feature
Training	7/7	8/29	Weekly Short Courses on PantherLink topics (e-mail, calendar, combined)
Deadline	7/7		First day of Short Courses
Rollout	8/12		Approximate date student schedules on calendar
Deadline	8/29		Last day of summer Short Courses (fall courses to begin in late September)

\* Schedule based on May 30 e-mail launch & June 30 calendar launch  
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