

TRG SA "T-MINUS" DATES (schedule checklist for repeated tasks)

Quarter:	10F
Start Date:	9/20/10

Days	Date	Task
-8 weeks	7/26/10	Create new term on Catalyst. Update CCM Block 0
-4 weeks	8/23/10	Faculty completed CCM requests
-3 weeks	8/30/10	Process Master Shell and Activation requests, verify VS and NIC reports from DL
-2 weeks	9/6/10	QTSS, Verify Jerrick's reports will run. Verify bin-log not over-flowing.
-1 week	9/13/10	Create NIC and VS courses. Process mass-email. Check on TRIAGE disk space, check L7 and A8 UPS for dead batteries. Process catalyst "oops" requests.
-1 day	9/19/10	Change name of streaming folder. Verify streams work. Upload student accts to Catalyst. Enable Tech Support system. If drops are automated, enable appropriate cron.
+2 weeks	10/4/10	Clear old backups, disable last quarter Catalyst courses, update WESTATS excel file with scar.pl data, update catalyst maintenance plan.
+3 weeks	10/11/10	Review and update FAQ and Delta (as needed)
+4 weeks	10/18/10	Clear out old PcP podcasts, test all backups, check on SSL Certs and reorder if needed, update server binder app/user/pass information.
+5 weeks	10/25/10	Update T-Minus (this) document; add trigger dates to iCal and MM. Update internal documentation w/ new dates.
+6 wks *	11/1/10	Disable CASTOR (tech support) system.
+12 weeks *	12/13/10	

* Use 6 weeks if summer and 12 weeks otherwise.

Note: To update this document for a new term, simply enter a new "Term" and "Start Date" at the top. To maintain a list of what dates were used during the quarter, simply add a new sheet to this excel workbook and duplicate/update the data there.