Software Request Timeline
Adopted by the Computer Lab Users Group 3/4/05

Summer Quarter

Software Request Timeline for **SUMMER** Quarter

WINTER QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 7	Publish the software request packet. Send to department chairs, division secretaries, and Misty Cline. E-mail notice to previously mentioned people and CLUG that the Software Request Packet has been published.	ACS
Week 9	Send software reminder that if new/upgraded software is expected for summer quarter, it needs to be turned in to ACS the first week of spring quarter. Send to CLUG, dept chairs, division secretaries, and Misty Cline.	ACS

SPRING QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 1	Turn new/ugraded software for summer quarter in to ACS	Instructors
Week 3	Software requests due to ACS.	Instructors
Weeks 3 and 4	Review software requests.	ACS
Weeks 3 and 4	Confirmation or feedback of software request review sent to instructors.	ACS
Week 5	If necessary, resolve issues noted in feedback.	Instructors
Weeks 5 - 8	Assembly and testing of software images. If a software test plan (part of the software request packet) has been submitted, ACS will perform the documented tests and record the results.	ACS
Week 6	Communicate software testing schedule to instructors.	ACS
Week 7	Instructor testing. This week is primarily intended for testing new software and/or testing issues noted during ACS testing. Otherwise, instructors should validate their software functionality this week.	Instructors
Week 7	Communicate feedback of testing results to ACS.	Instructors
Weeks 7 - 8	If needed, correct issues notes in instructor feedback.	ACS
Weeks 8 - 9	If needed, instructor re-testing for corrected issues.	Instructors
Weeks 10 - 11	Create final software images.	ACS
Break	Download software images.	ACS

SUMMR QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
	Everything works perfectly and the classes are great! ;-)	

Fall Quarter

Software Request Timeline for **FALL** Quarter

SPRING QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 7	Publish the software request packet. Send to department chairs, division secretaries, and Misty Cline. E-mail notice to previously mentioned people and CLUG that the Software Request Packet has been published.	ACS
Week 8	Send software reminder that if new/upgraded software is expected for fall quarter, it needs to be turned in to ACS the first week of summer quarter. Send to CLUG, dept chairs, division secretaries, and Misty Cline.	ACS

SUMMER QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 1	Turn new/ugraded software for fall quarter in to ACS	Instructors
Week 2	Software requests due to ACS.	Instructors
Weeks 2 and 3	Review software requests.	ACS
Weeks 3 and 4	Confirmation or feedback of software request review sent to instructors.	ACS
Week 3	If necessary, resolve issues noted in feedback.	Instructors
Weeks 4 - 8	Assembly and testing of software images. If a software test plan (part of the software request packet) has been submitted, ACS will perform the documented tests and record the results.	ACS
Week 5	Communicate software testing schedule to instructors.	ACS
Week 6	Instructor testing. This week is primarily intended for testing new software and/or testing issues noted during ACS testing. Otherwise, instructors should validate their software functionality this week.	Instructors
Week 7	Communicate feedback of testing results to ACS.	Instructors
Weeks 6 - 7	If needed, correct issues notes in instructor feedback.	ACS
Weeks 7 - 8	If needed, instructor re-testing for corrected issues.	Instructors
Break	Create final software images and download software images.	ACS

FALL QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
	Everything works perfectly and the classes are great! ;-)	

Winter Quarter

Software Request Timeline for **WINTER** Quarter

SUMMER QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 7	Publish the software request packet. Send to department chairs, division secretaries, and Misty Cline. E-mail notice to previously mentioned people and CLUG that the Software Request Packet has been published.	ACS
Week 9	Send software reminder that if new/upgraded software is expected for winter quarter, it needs to be turned in to ACS the first week of fall quarter Send to CLUG, dept chairs, division secretaries, and Misty Cline.	ACS

FALL QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 1	Turn new/ugraded software for winter quarter in to ACS	Instructors
Week 3	Software requests due to ACS.	Instructors
Weeks 3 and 4	Review software requests.	ACS
Weeks 3 and 4	Confirmation or feedback of software request review sent to instructors.	ACS
Week 5	If necessary, resolve issues noted in feedback.	Instructors
Weeks 5 - 8	Assembly and testing of software images. If a software test plan (part of the software request packet) has been submitted, ACS will perform the documented tests and record the results.	ACS
Week 6	Communicate software testing schedule to instructors.	ACS
Week 7	Instructor testing. This week is primarily intended for testing new software and/or testing issues noted during ACS testing. Otherwise, instructors should validate their software functionality this week.	Instructors
Week 7	Communicate feedback of testing results to ACS.	Instructors
Weeks 7 - 8	If needed, correct issues notes in instructor feedback.	ACS
Weeks 8 - 9	If needed, instructor re-testing for corrected issues.	Instructors
Weeks 10 - 11	Create final software images.	ACS
Break	Download software images.	ACS

WINTER QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
	Everything works perfectly and the classes are great! ;-)	

Spring Quarter

Software Request Timeline for **SPRING** Quarter

FALL QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 7	Publish the software request packet. Send to department chairs, division secretaries, and Misty Cline. E-mail notice to previously mentioned people and CLUG that the Software Request Packet has been published.	ACS
Week 9	Send software reminder that if new/upgraded software is expected for spring quarter, it needs to be turned in to ACS the first week of winter quarter. Send to CLUG, dept chairs, division secretaries, and Misty Cline.	ACS

WINTER QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
Week 1	Turn new/ugraded software for spring in to ACS	Instructors
Week 3	Software requests due to ACS.	Instructors
Weeks 3 and 4	Review software requests.	ACS
Weeks 3 and 4	Confirmation or feedback of software request review sent to instructors.	ACS
Week 5	If necessary, resolve issues noted in feedback.	Instructors
Weeks 5 - 8	Assembly and testing of software images. If a software test plan (part of the software request packet) has been submitted, ACS will perform the documented tests and record the results.	ACS
Week 6	Communicate software testing schedule to instructors.	ACS
Week 7	Instructor testing. This week is primarily intended for testing new software and/or testing issues noted during ACS testing. Otherwise, instructors should validate their software functionality this week.	Instructors
Week 7	Communicate feedback of testing results to ACS.	Instructors
Weeks 7 - 8	If needed, correct issues notes in instructor feedback.	ACS
Weeks 8 - 9	If needed, instructor re-testing for corrected issues.	Instructors
Weeks 10 - 11	Create final software images.	ACS
Break	Download software images.	ACS

SPRING QUARTER ACTIVITIES		
Timing	**Task**	**Task Owner**
	Everything works perfectly and the classes are great! ;-)	