

Amarillo Implementation Activities

Implementation Kickoff	Date: TBD Time: TBD CDT Duration: 1.5 hours WebEx Application Sharing: 1. Navigate to http://angellearning.webex.com 2. Click the "Meeting Center" tab 3. Click the hyperlink titled Amarillo Implementation Kickoff 4. Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda • Introductions • Implementation Framework • ANGEL Services • Project Charter Discussion • Question & Answer • Next steps	
		Kick-off Presentation	 Implementation_Kick off PPT.pdf
		Implementation Guide & Welcome to Learning Solutions	 Implementation_Guide.doc  Welcome to Learning Solutions.doc
Pre-Installation	Date: TBD Time: TBD CDT Duration: 1 hour Teleconference: Toll-free: 800.977.8002 Participant: TBD	Agenda • Introduce ANGEL Support • Discuss ANGEL licensing requirements • Confirm hardware specifications • Review general recommendations • Review the installation procedure • Identify other notable infrastructure variables • Discuss ANGEL administration credentials • Discuss your installation time frame • Question & Answer	
		Installation Guide & Technology Requirements	 ANGEL_72_Installation_Guide.pdf  ANGEL_72_Technology_Requirements.pdf
		Customer Support Reference	 ANGEL_Customer_Support_Reference_Guide.pdf

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Configuration Design I	Date: TBD Time: TBD CDT Duration: 2 hours WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Configuration Design Meeting I 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda • Introduce ANGEL Portal Framework • Discuss/Define Organizational Structure/Hierarchy • Discuss/Define Organization Codes/Titles (Classification Codes Manager) • Discuss/Define Domain Settings/Account Groups • System Configuration and Policies • Term Rollover Policy	
		Pre-Meeting Questions	 Configuration_Pre_Meeting_Questions.pdf
		Configuration Worksheets	  Classification_Codes_Worksheet.pdf Course_Mail_Administration_Worksheet.pdf   Environment_Variables_Worksheet.pdf Portal_Page_Configuration_Worksheet.pdf  System_Configuration_Manager_Worksheet.pdf

Configuration Design II	Date: TBD Time: TBD CDT Duration: 2 hours WebEx Application Sharing: 5) Navigate to http://angellearning.webex.com 6) Click the "Meeting Center" tab 7) Click the hyperlink titled Amarillo Configuration Design Meeting II 8) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda See agenda from Configuration Design I Meeting	
		Pre-Meeting Questions	See above meeting
		Configuration Worksheets	See above meeting

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Content Development	Date: TBD Time: TBD CDT Duration: 2 hours WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Content Development Meeting 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda - Project Status / Follow-up - Identify/Discuss sources of existing content - Identify/Discuss course conversion issues/solutions - Discuss ANGEL Repository & Master Course solutions/strategies - Batch Import utility overview	
		Pre-Meeting Questions & Hybrid Model Image	 Content_Dev_Pre-Meeting_Questions.pdf
		Batch Import Sample Data File	 content_package_batch_import.csv
Configuration Design Review	Date: TBD Time: TBD CDT Duration: 1.5 hours WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Configuration Review Meeting 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda - Project Status / Follow-up - Establish Issue Action Log - Review configuration design decisions - Address other configuration questions/needs - Question & answer	
Data Integration & Administration	Date: TBD Time: TBD CDT Duration: 2 hours WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Data Integration Meeting 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	Agenda - Project Status / Follow-up - Discuss Batch Create/Enroll Procedures - Discuss Batch Course Archival/Deletion Procedures - Discuss Options for Enabling/Disabling Accounts and Course Access	
		Administrative Procedures	 Term_Administration_Process.pdf
		Sample Batch Course and Account Creation Data Files	  Batch_Course_Creation_Data_File.csv Account_Creation_Enrollment_Data_File.csv

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Pre-Pilot Status	Date: TBD Time: TBD CDT Duration: 0.5 hour WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Pre-Pilot Status Meeting 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	<u>Agenda</u> • Project Status / Follow-up • Review Project Schedule • Review Issue Log • Identify outstanding tasks and issues • Finalize Pilot feedback plan and format
Post-Pilot Status	Date: TBD Time: TBD CDT Duration: 0.5 hour WebEx Application Sharing: 1) Navigate to http://angellearning.webex.com 2) Click the "Meeting Center" tab 3) Click the hyperlink titled Amarillo Post-Pilot Status Meeting 4) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	<u>Agenda</u> • Resolve issues identified from feedback • Review pilot activities (Lessons Learned, help tickets, etc.) • Determine actions and assignments from pilot • Finalize Launch Plan
Post-Launch Status I	Date: TBD Time: TBD CDT Duration: 0.5 hour WebEx Application Sharing: 5) Navigate to http://angellearning.webex.com 6) Click the "Meeting Center" tab 7) Click the hyperlink titled Amarillo Post-Pilot Status Meeting 8) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	<u>Agenda</u> • Discuss questions post-launch • Review configuration post-launch

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Post-Launch Status II	Date: TBD Time: TBD CDT Duration: 0.5 hour WebEx Application Sharing: 9) Navigate to http://angellearning.webex.com 10) Click the "Meeting Center" tab 11) Click the hyperlink titled Amarillo Post-Pilot Status Meeting 12) Enter meeting password: angel_rs and click OK Teleconference: Toll-free: 800.977.8002 Participant: 67556234#	<u>Agenda</u> • Discuss questions post-launch • Review configuration post-launch
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