



Recently
Completed



- **Configuration**
 - Finalized Production Migration for CSUBUY & CFS
- **Training, Demos and Change Management**
 - Sent 1 Month Out Campus Notification
 - Sent Campus End User and Approver Training Strategies
 - Determined Operational Team Post-Go-Live Open Hour Assignments and Scheduled
 - Booked and Invited Campus End Users to Post-Go-Live Trainings
 - Finalized Preparations for Hosting In-Person Operational Team Trainings
 - Finalized Websites, Processed Documents and Updated Forms
 - Attended Contract Management Training
 - Continued Communication, Meeting and Discussing P2P Impacts with Campus Stakeholder Groups
 - Built Digital Adoption Platform (DAP)

Operational Team Trainings December



In
Progress



- **Configuration**
 - Converting Amazon Business Accounts to CSUBUY
- **Supplier**
 - Send Supplier Round 2 Invitation Announcements and Invites
 - Extend CSU Network Suppliers to Acceleration Campus
- **Training, Demos and Change Management**
 - Monitor Digital Adoption Platform (DAP) and modify as needed for Acceleration
 - Provide End User Training Materials
 - Communicate Deploy and Go-Live Activities
 - Hypercare Plan and Operational Team Communication

Coming
Soon



- **Training, Demos and Change Management**
 - Attend Pre-Go-Live "A Day in the Life Demos" Trainings
 - Send 1 Week Out Campus Notification
 - Host Post-Go-Live Campus Trainings
 - Schedule and Conduct Level 1 Support Training

Risks



- Resource constraints with multiple competing priorities (CSUBUY, Concur, CHRS Upgrades)
- Project communication to campus stakeholders