



Deployment Process ...At-a-Glance

Starting this spring, the Office of Information Technology will begin upgrading computer workstations to the Windows 10 operating system and Office 2016 applications suite. In addition to the new software, the thin-client hardware will also be replaced.

In order to ensure that the software and hardware upgrade is successful, and that you are provided with the training and support necessary to adjust to this change, the deployment process will be implemented as follows:

Your Deployment Day Is:

Two Weeks Before

May 19						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

An interview is scheduled to discuss...

- Special software/hardware needs
- Application and device settings
- Training and support

Where does it happen?

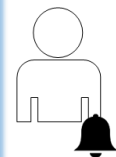
At your desk

How long does it take?

About 20 minutes

Two Days Before

May 19						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

You are reminded of your...

- Deployment date
- Training date, time and location

Where does it happen?

At your desk and via email

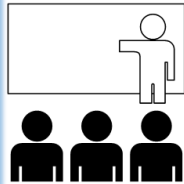
How long does it take?

About 1 minute

Deployment Day - Part 1

May 19

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

While you attend training, your software/hardware is upgraded

Where does it happen?

Training Room

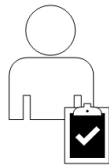
How long does it take?

About 2 hours

Deployment Day - Part 2

May 19

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

After training, log in to the new system and perform a system check with your trainer

Where does it happen?

At your desk

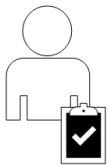
How long does it take?

About 5 minutes

One Day After

May 19

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

A trainer checks in with you to answer questions and provide assistance, as needed

Where does it happen?

At your desk

How long does it take?

About 5 minutes

One Week After

May 19

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



What happens?

A survey is sent asking for your feedback on the new system, as well as training and support

Where does it happen?

Via email

How long does it take?

About 5 minutes