

CyberShift Timekeeping Training Schedule

Number	Task	Start	End	Q4 - 2010			Q1 - 2011			Q2 - 2011			Q3 - 2011		
				October	November	December	January	February	March	April	May	June	July	August	September
1	Research / Data gather / Ramp on CyberShift	12/2/2010	1/21/2011			█									
2	Timekeeping Training draft Work	12/2/2010	1/21/2011			█									
3	Cybershift Admin Training	12/8/2010	12/10/2010												
4	Training Timeline Reveal (10,000 FT) 12/10/2010 steering comm.	12/10/2010	12/11/2010			◆									
5	TTT Event (Train The Trainer) Vendor driven - 4 day training	1/11/2011	1/15/2011				█								
6	Roll out training to Departments	1/24/2011	3/1/2011				█								
7	Start Date - Dual Entry Process	2/1/2011	3/1/2011				█								
8	Go Live Phase 1 - Timekeeping Group 1 (Airport, Legal, HR)	3/1/2011	3/2/2011												
9	Go Live Phase 1 - Timekeeping Group 2 (Parks & Rec, Public Works)	3/1/2011	4/1/2011												
10	Go Live Phase 1 - Timekeeping Group 3 (Remaining Depts)	4/1/2011	5/1/2011												
11	Prep for Phase 2 (data gather, training updates)	3/1/2011	5/1/2011												
12	Go Live Phase 2 - Timekeeping (Fire / Police)	5/1/2011	6/1/2011												
13	Prep Phase 3 (data gather, training updates)	6/1/2011	8/1/2011												
14	Go Live Phase 3 - Move to Bi-Weekly payroll (language, seasons/temps)	8/1/2011	8/2/2011												

Go Live



-Training elements for supervisors, employee, and admins to include new badge addition, clocks, FAQs, troubleshooting, & IVRs if Parks ready for go live
 -Go Live dates for Phase 2 & Phase 3 are ballpark estimate/ranges and may change