

SchoolDude Implementation Timetable

MaintenanceDirect

Task	Dates	Status
Account Configuration		
Verify Data Setup (Crafts, Users, Locations, etc.)		✓
Setup MSB Portal Options		✓
Setup Email Notifications		✓
Determine Workflow Routing and Approval Process		✓
Modify setup & build workflow as needed	July 25 – July 29	
User Training		
Train M&O Staff	August 1-5	
Train Head Custodians	August 1 - 5	
Train District Office staff	August 8 - 12	
Enter sample work orders (recommended 10-15 sample work orders) -Verify Emails -Verify Workflow	August 15 - 26	
Administrator Training- Workflow Setup & Demonstration	August 29- September 2	
Enter sample work orders (recommended 10-15 sample work orders) -Verify Emails -Verify Workflow	September 6 - 9	
Review additional functionality and requirements for staff	September 12 - 16	
Train additional internal staff	September 19 - 23	

NOTES:

This outline is recommended as a timetable for implementation. Unforeseen circumstances may change some task deadlines