

Panther_Cheetah Decommital v3.mpp

ID	Task Name	Duration	% Complete	Start	Finish	Predecessors	Resource Names
1	1 Cheetah Users	11.4 days	100%	Tue 5/17/05	Wed 6/1/05		
2	1.1 De-activate inactive and non-affiliated Cheetah accounts	2 days	100%	Tue 5/17/05	Wed 5/18/05		Davide
3	1.2 Create a group of all Cheetah customers (their @gsu.edu email)	10.5 days	100%	Tue 5/17/05	Tue 5/31/05	2SS	Amy
4	1.3 Get information about Hydra to include in email (from Shaochieh Ou)	10.9 days	100%	Tue 5/17/05	Tue 5/31/05	3SS	Amy
5	1.4 Email Cheetah group to inform of their two options (see notes)	11.4 days	100%	Tue 5/17/05	Wed 6/1/05	4SS	Amy
6	2 Shutdown Cheetah on September 21st	1 day	0%	Wed 9/21/05	Wed 9/21/05	1	Davide
7							
8	3 Panther Email users	91 days	28%	Tue 5/17/05	Tue 9/20/05		
9	3.1 Verify GroupWise as an IMAP utility	12 days	100%	Tue 5/17/05	Wed 6/1/05		Sam
10	3.2 Enable IMAP for Client (Post Office) function	1 day	0%	Thu 6/2/05	Thu 6/2/05	9	Sam
11	3.3 Create GW IMAP documentation	8 days	75%	Fri 6/3/05	Tue 6/14/05	9,10	Sam,Amy
12	3.4 Create a listserv to correct routing help@gsu.edu	2 days	0%	Mon 9/19/05	Tue 9/20/05		Davide
13	3.5 Create process to request continued email forwarding at panther.gsu.edu	60 days	0%	Tue 5/17/05	Mon 8/8/05		Davide
14	3.6 Document forwarding instructions with "stop date" of March 21, 2006	2 days	0%	Tue 8/9/05	Wed 8/10/05	13	Davide,Amy
15	3.7 Communicate GroupWise IMAP utility to NETSIG	1 day	0%	Wed 6/15/05	Wed 6/15/05	11	
16	3.8 Organize training class	7.8 days	98%	Mon 5/23/05	Wed 6/1/05		Amy
17	3.8.1 Create class curriculum	2 days	90%	Mon 5/23/05	Tue 5/24/05		Amy
18	3.8.2 Talk with Chandra about training class	1 day	100%	Mon 5/30/05	Mon 5/30/05	17	Amy
19	3.8.3 Determine dates of class (July and September)	5.8 days	100%	Wed 5/25/05	Wed 6/1/05	18	Amy
20	3.9 Communicate to Panther email users about training class	1 day	0%	Wed 6/1/05	Thu 6/2/05	19	Amy
21	3.9.1 Create criteria for class - ie. must have GroupWise account	1 day	0%	Wed 6/1/05	Thu 6/2/05	19	Amy
22							
23	4 Panther Web (edit and non-edit) users	62 days	0%	Tue 5/17/05	Wed 8/10/05		Davide
24	4.1 Create Web-based Password Manager	60 days	0%	Tue 5/17/05	Mon 8/8/05		Davide
25	4.2 Make Account Creation Process (arachnid accounts)	60 days	0%	Tue 5/17/05	Mon 8/8/05	24FF	Davide
26	4.3 Document information for Panther web users (see notes)	2 days	0%	Tue 8/9/05	Wed 8/10/05	24,25	
27							
28	5 Shutdown Panther on September 21st	1 day	0%	Wed 9/21/05	Wed 9/21/05	8,23	
29							
30	6 Communicate via GroupWise Postmaster of decommital (2nd email to community)	6 days	55%	Thu 6/2/05	Thu 6/9/05	36	Amy
31	6.1 Create FAQ document	2 days	100%	Thu 6/2/05	Fri 6/3/05		Amy
32	6.2 Review FAQ document (project team)	2 days	100%	Mon 6/6/05	Tue 6/7/05	31	Amy
33	6.3 Place FAQ document on the Help Center website	2 days	100%	Wed 6/8/05	Thu 6/9/05	32	Amy
34	6.4 Send email	5 days	0%	Thu 6/2/05	Wed 6/8/05	36	Amy
35							
36	7 Determine new Decommital date to accommodate fall semester training classes	1 day	100%	Wed 6/1/05	Wed 6/1/05		

2 De-activate inactive and non-affiliated Cheetah accounts

Will be told to contact IS&T Advocate

If user needs to move files, account will be reinstated for 1 week

5 Email Cheetah group to inform of their two options (see notes)

Option #1: Hydra - belongs to CS. There is limited space, so users need to contact Shaochieh Ou. Shaochieh will evaluate each request on a case-by-case basis, and he will then assist the user from there.

Option #2: Research computing cluster - Art and Victor. User would contact the Help Center to request an account on the cluster. Art and Victor will evaluate each request on a case-by-case basis and then assist the user from there.

6 Shutdown Cheetah on September 21st

Cheetah will not be backed up for more than 30 days.

9 Verify GroupWise as an IMAP utility

Part of verification process is making sure GW IMAP works for Mac and Linux users.

13 Create process to request continued email forwarding at panther.gsu.edu

Email migration is routing an @panther.gsu.edu email address to another email address.

16 Organize training class

Training class will involve the following:

1. Allot one hour for class
2. Instructional part should be no more than 20-30 min.
3. Instructional part will include information on how to use the GroupWise IMAP tool to move Panther email to GroupWise and a basic run-down of how to use GroupWise.

23 Panther Web (edit and non-edit) users

Edit users use Panther to edit their website.

Non-edit users use another program (FTP, Dreamweaver, etc.) to edit their website.

26 Document information for Panther web users (see notes)

1. Dreamweaver - eTraining for training course; Dreamweaver can be purchased at MSD
2. FTP files down to local hard drive; edit; then upload to webpage

Also include change host name/address to webftp.gsu.edu (from panther.gsu.edu).

Include how to change password via new web-based password manager.

34 Send email

Reference FAQ website in email.

New Decommital date of September 21st to accommodate training classes.

36 Determine new Decommital date to accommodate fall semester training classes

New decommital date is September 21