I-connect Project Plan   **APPENDIX A**

In progress
Overdue
Completed

		Task	Comments	Action	Resp	due	status
1. Project initiation							
	1.1	File layout to Vicki for sending to Liberata	v1.3 Sent 28th Sep to Chris Sharpe				Complete
	1.2	Site visit - Justine at L.B.Barking & Dagenham					
	1.3	Heywood Q & A - set up conference calls. List of					Complete
	1.4	Set up meeting with Liberata					
2		**Member matching**					
	2.1	UAT completed	Test file with 1 member supplied by Heywood.		JA		Complete
	2.2	Test data ORACLE	Oracle file received - arranged date for Testing with John Dale on 2 Nov. JA	25/10 - Oracle test file sent to JD			
	2.4	Location 00501 has different payroll providers	Can we onboard Trent later.	25/10/16Discussed with John Dale. Yes we can set uop as additional payroll in same location.			
	2.5	Obtain pay dates from Liberata for Trent and Oracle payrolls	25/10/16 - response from Chris Sharpe - Payday is the same for both Oracle and Trent – 24th of the month unless that falls on a weekend or bank holiday in which case it is the Friday before.\n\nThe only exception will be the December payday when Oracle will pay on Tuesday 20th and Trent will pay on Wednesday 21st.	25/10/16 - Forwarded to John Dale	JA		Complete
	2.6	Obtain list of Croydon schools - Locn 00501					
	2.7	Decide on matching rules for Croydon (Location 00501)	Can different rule be set for Trent (i.e. Unique ID in IDENT3 for multiple posts). Emailed JD 25/10/16				

	2.8	Bulk Employer change for Strictly Schools	25/10/16 - discussed with John Dale. Consider splitting these into separate locations				
3. Reportwriters / data cleansing							
	3.1	Run reportwriters	See section 7.2 of Statement of works document				
	3.2	Location details data cleanse	run report ICNT1				
4.0 Configuration							
	4.1	Set rules to not automatically overwrite Email addresses as may have already registered for MSS.					