

February 24, 2000

**MEMORANDUM**

TO: System Administrators  
Community College System

FROM: Philip G. Shepard, Associate Director  
College Information Services

SUBJECT: PI/open to Universe Conversion Schedule

As you are aware, the original schedule for the PI/open to Universe conversion was that all of the colleges would be doing their final conversion during the month of March. We have not been able to meet the milestones that were outlined in the original schedule. There are many reasons - record snow, Y2K, inexperienced staff, etc. - that have contributed to our not meeting our original goals. In view of our not meeting the original schedule, the decision has been made to delay the college conversion date from the month of March to September. The September time period was arrived at through discussions with a significant number of you at the colleges who felt that this was the next best time for the conversion. The new time frame for the conversion process is attached. Please review the new schedule and let me know if you have any concerns or questions.

There were two major concerns that came to mind in moving the conversion date from March to September: (1) the length of time between when you attended the training class and when you would do the conversion, and (2) the availability of technical support from Strategy 7. I will address each of these below.

To help alleviate the problem of the time gap between training and conversion, we plan to have a half-day review of the PI/open to Universe conversion steps and procedures during the IIPS Summer Conference (July 17-19). We will provide you with additional information concerning this as we get closer to that time. Every college has either sent someone to the PI/open to Universe conversion class or has someone scheduled in the classes to be held on February 22-23 or February 29-March 1. If you do have someone else who needs to attend this class, there are a few seats left in the February 29-March 1 class. Let me know if you need someone else to attend. There will be no additional classes held after the February 29-March 1 class.

On the second issue - availability of technical support from Strategy 7 - the company has agreed to change the time period for providing technical support. The original dates were January 3 - April 30. The new dates are June 1 - September 30. This means that the company will provide up to 8 hours of technical support per college beginning June 1 and ending September 30. Because of this change, you are not to call the support center prior to June 1.

The pilot sites for the PI/open to Universe conversion have changed slightly since we last discussed this with you. The pilot sites are now as shown below:

IBM – Johnston CC and Richmond CC.  
Sun – Fayetteville TCC and Lenoir CC

As discussed before, the pilot sites will be doing their conversion prior to September and will be providing valuable feedback on what needs to be done to insure a successful conversion.

While I regret that we will not be able to make the original schedule and do the conversions in March, I feel it is best to face reality and develop a plan that will insure our success in this effort. As pointed out before, every college will need to do the PI/open to Universe conversion during the conversion month. So make your plans to accomplish the steps that are needed between now and September and then plan your final conversion during the month of September.

Attachment

CC: Presidents  
Business Managers

CC00-051  
E-Mail

**PI/OPEN TO UNIVERSE  
STEPS REQUIRED BY THE COLLEGES AND SYSTEM OFFICE FOR CONVERSION**

<b>Activity</b>	<b>Time Frame</b>
1. Universe training for System Administrators.	1/11 – 3/1/2000
2. Universe licenses ordered for colleges.	3/1/2000
3. Colleges download Toads Universe licenses.	3/1 - 3/31/2000
4. Colleges do all pre-conversion testing (terminal drivers, print drivers, system cleanup, device testing, test conversions)	3/1 - 8/31/2000
5. Standard IIPS software package defined.	3/15/2000
6. Complete PI/open to Universe Cookbook, Checklist, and Verification Sheet for college and SO use.	3/31/2000
7. Uni's changed for Toads Universe compliance.	4/15/2000
8. Universe compliant version of IIPS software ready.	4/30/2000
9. Test sites do Universe test conversions and then final conversions.	5/1 – 7/31/2000
10. Review of Universe conversion steps at IIPS Summer Conference.	7/18/2000
11. Colleges do final PI/open to Universe conversion.	9/1 – 9/30/2000