



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 12, 2004

TO: Presidents
College Information System (CIS) Project Managers
Business Officers
Purchasing Officers

FROM: Sandra W. Williams
Vice President for Administration

Kennon D. Briggs
Vice President for Business and Finance

SUBJECT: Schedule of E-Procurement Implementation

In February, the System Office Project Management made the decision to implement E-Procurement throughout the North Carolina Community College System (NCCCS) on a staged basis, with smaller numbers of colleges implementing in several rollout groups. The purpose of this communication is to designate the first rollout groups and outline the tentative schedule for the E-Procurement implementation.

The first groups of colleges to implement E-Procurement are comprised of colleges from Phase 1, 2A and 2B. The rollout groups are as follows:

- Rollout 1 – Guilford, Fayetteville
- Rollout 2 – Caldwell, Catawba Valley, Mayland, South Piedmont, Pitt
- Rollout 3 – Randolph, Cape Fear, Wilson, Carteret, College of the Albemarle
- Rollout 4 – Central Piedmont Community College
- Rollout 5 – Durham, Rockingham, Robeson
- Rollout 6 – Asheville-Buncombe, Davidson, Western Piedmont, Mitchell
- Rollout 7 – Forsyth, Gaston, Isothermal, Piedmont, Richmond, Haywood, Stanly, Wilkes, Rowan-Cabarrus
- Rollout 8 – Blue Ridge, Brunswick, Sampson, Beaufort, Lenoir, James Sprunt
- Rollout 9 – Johnston, Sandhills, Edgecombe, Nash

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A specific timeframe for training and implementation has been determined for four broad segments of colleges comprised of the rollout groups listed above:

1. Phase 1, 2A, and 2B colleges which have already participated in E-Procurement Train the Trainer sessions will implement in May and June 2004. This segment includes rollout groups 2,3,5 and 6. These groups will receive refresher training and System Administration/Installation training as follows:

Rollout 2, 3, 5, and 6: March 29 through April 1 - System Administrator Training at Guilford TCC Applied Technology Center Room 146/147

Rollout 2: April 5 – Train the Trainer Refresher Class at Guilford TCC Applied Technology Center Room 146/147

Rollout 3 and 5: April 14 - Train the Trainer Refresher Class at the Caswell Building Room B58

Rollout 6: April 16 – Train the Trainer Refresher Class Central Piedmont CC Terrell Building Room 112

2. Phase 1, 2A, and 2B colleges which have not participated in E-Procurement Train the Trainer sessions will implement in October and November 2004. This segment includes rollout groups 7,8, and 9. The TTT and System Administration/Installation training schedule for this segment is as follows:

Rollout 7: September 20 through September 23 - System Administrator Training at Guilford TCC Applied Technology Center Room 146/147

Rollout 8 and 9: September 27 through September 30 - System Administrator Training at the Caswell Building Room B58

Rollout 7: September 28 through September 30 – Train the Trainer Class at Guilford TCC Applied Technology Center Room 146/147

Rollout 8 and 9: October 5 through October 7 – Train the Trainer Class at the Caswell Building Room B58

3. Central Piedmont Community College will implement in July 2004 and will attend the System Administrator Training on March 29 through April 1 at Guilford TCC Applied Technology Center Room 146/147. TTT training for Central Piedmont is scheduled for May 2004.
4. Phase 2C Colleges will implement in late 2004/early 2005, with rollout groups and training dates to be determined.



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<i>Rollout Group</i>	<i>TTT Training Date</i>	<i>Training Location</i>	<i>Sys. Admin Training Date</i>	<i>Sys. Admin Training Location</i>	<i>Implementation Date</i>
<i>Pilot Schools</i> Wayne Wake Technical	<i>Completed</i> <i>Completed</i>	<i>WCC</i> <i>WTCC</i>	<i>Completed</i> <i>Completed</i>	<i>Guilford</i>	<i>Completed</i> <i>Completed</i>
<i>Rollout 1</i> Guilford Fayetteville	<i>Completed</i> <i>Completed</i>	<i>GTCC</i>	<i>Completed</i>	<i>Guilford</i>	<i>March 2004</i>
<i>Rollout 2</i> Caldwell, Catawba, Mayland, South Piedmont, Pitt	<i>Refresher 4/5/04</i>	<i>GTCC</i>	<i>3/29/04 – 4/1/04</i>	<i>GTCC</i>	<i>May – June 2004</i>
<i>Rollout 3</i> Randolph, Cape Fear, Wilson, Carteret, Albemarle	<i>Refresher 4/14/04</i>	<i>CCSO</i>	<i>3/29/04 – 4/1/04</i>	<i>GTCC</i>	<i>May – June 2004</i>
<i>Rollout 4</i> Central Piedmont	<i>TBD – May</i>	<i>CPCC</i>	<i>3/29/04 – 4/1/04</i>	<i>GTCC</i>	<i>July 2004</i>
<i>Rollout 5</i> Durham Technical, Rockingham, Robeson	<i>Refresher 4/14/04</i>	<i>CCSO</i>	<i>3/29/04 – 4/1/04</i>	<i>GTCC</i>	<i>May – June 2004</i>
<i>Rollout 6</i> Asheville-Buncombe, Davidson, Western Piedmont, Mitchell	<i>Refresher 4/16/04</i>	<i>CPCC</i>	<i>3/29/04 – 4/1/04</i>	<i>GTCC</i>	<i>May – June 2004</i>
<i>Rollout 7</i> Forsyth, Gaston, Isothermal, Piedmont, Richmond, Haywood, Stanly, Wilkes, Rowan Cabarrus	<i>Full TTT</i> <i>9/28 - 9/30</i>	<i>GTCC</i>	<i>9/20/04 - 9/23/04</i>	<i>GTCC</i>	<i>Oct – Nov 2004</i>
<i>Rollout 8</i> Blue Ridge, Brunswick, Sampson, Beaufort, Lenoir, James Sprunt	<i>Full TTT</i> <i>10/5 – 10/7</i>	<i>CCSO</i>	<i>9/27/04 - 9/30/04</i>	<i>CCSO</i>	<i>Oct – Nov 2004</i>
<i>Rollout 9</i> Johnston, Sandhills, Edgecombe, Nash	<i>Full TTT</i> <i>10/5 – 10/7</i>	<i>CCSO</i>	<i>9/27/04 - 9/30/04</i>	<i>CCSO</i>	<i>Oct – Nov 2004</i>
<i>Phase IIC</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>2005</i>

Training and Rollout Schedule

If there are any questions concerning the e-procurement implementation plan for the Phase 2c colleges, please contact one of the following people:

1. Financial system/e-procurement implementation – Kim Van Metre
2. E-procurement training – Marcia Daniel

3. E-procurement hardware/software – First, review the e-procurement section of the Hardware Infrastructure document on the CIS Project website. If there are still e-procurement hardware/software questions, then contact Phil Shepard.