



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 26, 2005

MEMORANDUM

TO: CIS Project Managers

FROM: Arthur E. Hohnsbehn, Director
Information Services

SUBJECT: E-Procurement Rollout

Attached is the new schedule for the rollout of the E-Procurement System. Each college will have a two-week window to install the system in a test environment and then switch the system over to live. The install in the test environment should take four days.

While the group structure has been maintained, a few colleges have been reassigned to address the rollout of new versions of the operating systems supported for the entity client. More details will be forthcoming on the new versions of Unix and Windows that are supported.

Included in the schedule are tentative dates for training classes associated with Groups 7-10. More information will be sent once those dates are finalized. A refresher class is scheduled for February 7, 2005 for Groups 2-6. More information about the class will be sent by separate e-mail to those colleges.

To help you prepare for the implementation, some of documentation related to E-Procurement is available on the CIS Documentation Web Site. When additional documents are available, we will let you know.

This implementation has been a long process but the testing at Durham Technical Community College and Asheville -Buncombe Technical Community College has demonstrated that we have a good set of documentation and procedures in place to complete the implementation by May 2005.

Please let me know if you have any questions about the rollout or implementation.

Attachment

c: Presidents
Business Officers
Purchasing Officers
System Administrators

CC05-021
Email Only