

Cut-Over Plan- Tutor Database Project

Technical

Sequence ID	Task Name	Responsible Partner(s)	Planned Start Time(Thursday)	Duration	Actual Completion Time	Comments
1.0	Make changes to tables	Michelle	10:00	10 min	10:15	
1.1	Add notes field to Module					- Alter table Modules add column notes varchar(100) not NULL;
1.2	Add highlight field to Module					- Alter table Modules add column highlight tinyint(1) not NULL;
1.3	Add CRN field to Connection					- Alter table Connection add column CRN varchar(11) not NULL;
1.4	Add TutorID field to Tutor					- Alter table Tutor add column TutorID varchar(4) not ULL;
2.0	Take Deep Freeze off two computers	Geoff	10:30			
3.0	Install System	Michelle	10:30-11:00			
3.1	Carole's Computer			5 min	10:35	
3.2	Karen's Computer			5 min	10:40	- Change default on Word
3.3	Assistants Computer			5 min	10:45	- Change default on Word
3.4	Student Computer			5 min	10:50	- Change default on Word
4.0	Train Administrator	Michelle	11:00	30 min	11:30	
5.0	Go live with Website	Michelle	11:30	10 minutes	5:00 PM	- Ran into issue with permissions (Ted's Help)