Core Deployment Overview (no customizations)

**Implementation**

- Core completes template
- iLab creates core site
- iLab incorporates feedback
- Core tests and learns iLab
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- iLab provides support

**Kick-off**
- Explain iLab system to Cores
- Set expectations for implementation
- Provide information gathering template
- Schedule weekly 1-hour calls

**Info gathering**
- Understand current core workflow
- Review gathered information
- Address any questions

**Core review**
- Demonstrate modeled functionality
- Gather feedback on further changes (distinguish must-haves/need-to-haves)

**Training 1**
- Provide login credentials
- Initial training on iLab workflow
- Provide manual and other relevant resources

**Training 2**
- Further training on iLab system
- Tweak configuration as necessary

**Training 3**
- Further training on iLab system
- Tweak configuration as necessary

**Training 4**
- Further training on iLab system
- Tweak configuration as necessary

**Go-live**
- Core is opened up to accept users
- iLab conducts customer training sessions as needed

**iLab responsibility**
- Join kick-off meeting
- Review information gathering template
- Schedule weekly 1-hour calls
- Start information gathering

**Core responsibility**
- Describe current workflow
- Review provided information
- Raise any questions

- Review modeled functionality
- Provide feedback

- Actively participate in training session
- Review manual and other available resources
- After meeting: independently try covered iLab functionality

- Actively participate in training session
- Provide configuration feedback
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- Core staff notifies users (e-mail, intranet, etc.)

Note: timeline assumes core can meet each week and is actively engaged