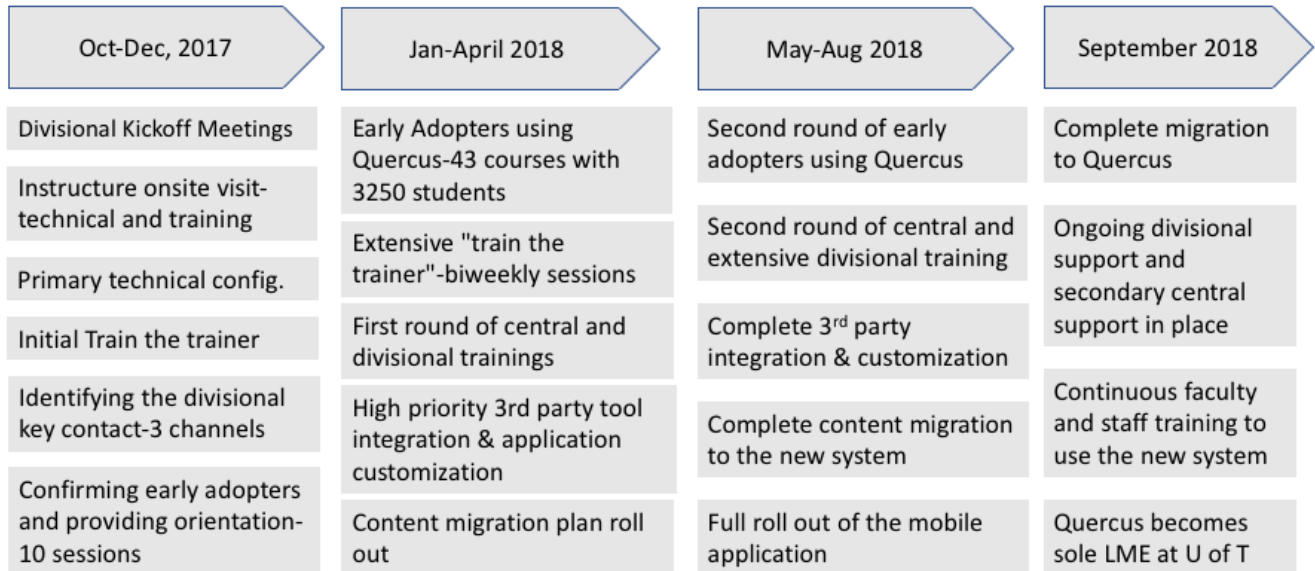


Quercus Project High Level Timelines



Communications Plan

| Month | Focus | Means | Target |
|------------|---|---|---|
| Jan/Feb | Raising awareness about the project and sandbox | university wide communication, emailing info to key communication contacts to pass on, divisional information sessions | End Users |
| Mar/Apr | Archiving courses from blackboard | emailing key communication contacts to pass on to faculty and staff, going to departmental meetings, divisional information sessions, divisional training by training and technical leads | End Users |
| Apr to Aug | Content migration | online resources, in person training and support both divisional and central, webinars | End Users |
| Jan to Apr | Train the trainer | webinar and in person trainings | Divisional Training and Technical leads |
| Apr to Aug | Train the end users | Online resources, in person training, videos and webinars | End Users |

Early Adopters 43 courses and approximately 3285 students taught by 32 instructors.