

# FIELDING KEY EVENTS

PRE-SITE VISIT	SITE VISIT #1	SITE VISIT #2	SITE VISIT #3	SITE VISIT #4	DEPLOYMENT
D-180	D-120	D-90	D-60	D-30	D-10
<p>Arrange site visit facilities with unit for subsequent visits</p> <p>Send Data Cleansing /preparation document</p> <p>Coordinate SARSS backup schedule before site visits</p> <p>Coordinate advance Lead User attendance</p>	<p>Sign Fielding MOA (Colonel/Installation DOL handshake)</p> <p>Conduct Town Hall &amp; Leadership Awareness, Conversion Readiness briefings</p> <p>Coordinate onsite Lead User sessions for remaining site visit, including WBT</p> <p>Coordinate with G3/S3/DPTMS to get on training calendar for Warehouse &amp; Finance personnel</p> <p>Coordinate facilities for future Lead User events and classroom instruction and site survey classrooms</p> <p>Conduct Pre-site Survey</p> <p>*Provide Users Analysis Worksheets</p>	<p>Coordinate with leadership</p> <p>Train users on data discrepancy reports &amp; assess data cleansing / preparation progress (Supply &amp; Finance)</p> <p>Conduct Lead User Session #1</p> <p>Check on classroom / Training facilities / Contracts for classroom trailer support</p> <p>Validate communications (VSAT/CAISI/NEC)</p> <p>Assess WBT Progress</p> <p>*Conduct Users Analysis</p> <p>Collect unit / installation SARSS backup</p> <p>Brief Conversion Readiness Scorecard to leadership</p>	<p>Coordinate with leadership</p> <p>Continue to assess data cleansing / preparation progress (Supply &amp; Finance)</p> <p>Conduct Lead User Session #2</p> <p>Lock-in classroom / training facilities</p> <p>Verify communications (VSAT/CAISI/NEC)</p> <p>Report WBT Progress</p> <p>*Refine Users Analysis Information</p> <p>Collect unit / installation SARSS backup</p> <p>Brief Conversion Readiness Scorecard to leadership</p>	<p>Coordinate with leadership</p> <p>Conduct Cutover (ROC Drill) Briefing</p> <p>Continue to assess data cleansing progress (Supply &amp; Finance)</p> <p>Conduct Lead User Session #3</p> <p>Finalize classroom / Training facilities</p> <p>Finalize communications (VSAT/CAISI/NEC)</p> <p>Report WBT Progress</p> <p>*Refine Users Analysis Information</p> <p>Collect unit / installation SARSS backup</p> <p>Brief Conversion Readiness Scorecard to leadership</p>	<p>Final Data Cleansing/Preparation Activities</p> <p>Classroom setup</p> <p>Prep Communications</p> <p>Report WBT non-compliance</p> <p>*Finalize Users Analysis Information</p> <p>Collect final SARSS backup</p> <p>Brief Conversion Readiness Scorecard to leadership</p>
<p><b>WBT</b> Web-Based Training</p>					
<p><b>SEE THE CONVERSION READINESS SCORECARD</b></p> 					

\* Users Analysis Worksheets define individuals' roles, functions, and responsibilities.