

IFAP & SCHOOLS PORTAL TRANSITION CHECKLIST					
	Contractor	Accenture	Observed	Performed	Comments
<b>1) Application Related Software and Hardware Installation</b>					
* Configured SFA Workstation with access to EdLan					
* Interwoven Client and Connection					
* HomeSite or other HTML editing tool					
* Rational ClearQuest Desktop Tool					
* Remote Access to VDC for Autonomy, Database Connections, and Dev, Test and Production Servers					
<b>2) System Administrator/Oracle DBA</b>					
* Monitor Production system					
* Monitor Production/Testing/Development databases					
* Contact VDC					
* Documentation Review					
* Data Replication / Recover/Cleanup					
* Alter Database Structure					
* Database Upgrade and Migration					
<b>3) IFAP/Portal Administrator/Help Desk</b>					
* Add/Remove/Rename WorkAreas in Interwoven					
* Add New Users to Interwoven login					
* Update User Guides and other Documentation					
* Contact ITA and/or VDC for Technical Assistance					
* Communicate with End Users on Help Desk Requests					
* Research/Resolve End User Problems					
* Maintain ClearQuest Issue Tracking Tool					
* Update HTML/JSP pages and submit to servers					
<b>4) Maintenance/Developer</b>					
* Make System changes					
* Make Application changes					
* Restore Test data					
* Application Bug Fixing for Interwoven					
* Application Enhancements for Interwoven					
* Documentation Review					
* Calender Template Update					
<b>To Dos</b>					
Get SADMIN User Name and Passwords					
Obtain VPN Access					
Establish VDC Call list					
Review Documentation					