

June		
	<ul style="list-style-type: none"> • Final Agreement on template of Statistics from Richmond • Windows XP Migration – Completion • Install of CC3 Server in Essex House – for creation of .msi • Public IP Address and Website Version 3 live • Remote software, final configuration and install – SP etc. • Admin Rights etc. implementation within Learning Services ICT • Upgrade PC's in Learning Services ICT – in line with XP Migration (2.4mhz) • Assistant's Assessment and Development Review • Audit questionnaire to schools 2nd June • Year end notes completed and verified 	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>PG</p> <p>PG</p>

	<ul style="list-style-type: none"> • Data Collection Timetable data collected • CP2.8 Upgrade • SIMS Accreditation Preparation 	<p>PB</p> <p>PB</p> <p>PB</p>
July	<ul style="list-style-type: none"> • Statistics • First ICT Clinic - schools • Iron out any issues from any section with XP Migration • Complete all QA Laptops Migration • Assistants to migrate Schools to pure 92.xx.xx.xx network range and inform Progrid (Chris Jackson, Paul Boocock – who will take the call even if in the middle of something as this is a small quick task to remove the NAT translation table from router). • 11th July Implement security in line with Team Leaders meeting of 6th June 2003. Users logging in will experience changes problems – New staff member Matthew to be present 	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p>

	<ul style="list-style-type: none"> • Hold E-Leader Meeting within Essex House • EDT thorough testing phase, with website “front end” in place, using Learning Services ICT SLA • Create three shares on hcc-158 for Sims – One for the Virtual School and technicians to use. ICT Systems Development Officers Team to use a share for testing of upgrades etc. Last share to used and upgrade by any section which needs it (J Ashbridge) etc. • Inform MCP Assistant (The Zone (MW) and St Vincent’s (AC) schools that there will be an Assistant change after Summer Break. Have named assistant shadow MW & AC in schools for change. • Keith Parsons now assistant to ICT Training and Security Officer. • Analyze audit • Martin or Andrew to create traing data set for SQL) • Create timetable of courses offered during the year based on audit and steering 	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p>
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	<ul style="list-style-type: none"> • group feedback) • Keith Parsons to familiarize himself with SIMS by using training documentation and help from team • First training steering group meeting- 3rd July feedback fed back into system • Work on accreditation route • Governors Reports 2nd, 3rd, 9th, 10th • Governors Training 10th • Exclusions Implementation 22nd • EMS User Group • Address Cleaning • Data Collection Timetable data Collected 	<p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
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	<ul style="list-style-type: none"> • CP2.80 Upgrade • Data Checks Cleared • Address Cleaning Sims/EMS • Year End • Preparing for SQL documentation for Schools • User Group Introduction • SIMS Accreditation Preparation 	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
August	<ul style="list-style-type: none"> • Education Centre Room 14 Upgrade • Procure and upgrade Web Server – rack mountable. • EDT to be ready for live USE in September • Procure SQL licence and pull-back Richmond Support Desk or Investigate HGfL upgrade path and still pull back 	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p>

	<ul style="list-style-type: none"> • Further creation of course documentation • Decide on courses and dates (look carefully at academic year and ensure as far as possible minimal conflict) • Creation of course booklet and covering letter • Book rooms at education • Start to create course documentation based on requirements, as priority create SQL course notes and then the others based on needs) • Estimation of possible income from training courses • Identify resources (who will be training) • Work on accreditation route • Exclusions Training 5th • Address Cleaning • GIS 	<p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
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	<ul style="list-style-type: none"> • Data Collection: Data Collated • Address Cleaning Sims/EMS 	
September	<ul style="list-style-type: none"> • Live EDT data for schools to access • Sims.Net (investigate for use with EDT) protocols/Firewalls should be in place – in line with 92.xx.xx.xx network range change. • If available start using the .msi packages from Sims within schools after testing on local servers/workstations and on CC3 server. • Users given the ability to change their own information • Course schedule out to all schools and PRU's 2nd week in September advertising courses Secondary schools SQL installations) • Train secondary schools in SQL modules (attendance, system manager, core integrator) 2nd week in sept 	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>PG</p> <p>PG</p> <p>PG</p>

	<ul style="list-style-type: none"> • Internal training audit to be undertaken • Arrange courses according to response from Course schedule • Further creation of course documentation • Ensure support staff who require training to be on courses • Courses commence late Sept • Collate feedback from courses and refine courses • training steering group meeting- feedback fed back into system • System Manger/Core Integrator Training 16/17 September • SIMS for new users course 18 Sept • Work on accreditation route • CSS • EMS User Groups 	<p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
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	<ul style="list-style-type: none"> • Data Collection: Timetable Published • SQL Installs (Secondary) System Mgr AfW Exams Sims.net • Address Cleaning Sims/EMS • SQL Installs Non Secondary System Mgr AfW Sims.net • User Group Finalised 	<p>PB</p> <p>PB</p> <p>PB</p>
October	<ul style="list-style-type: none"> • On Line procurements using the www.hullictlea.com website • Start implementation of Broadband schools – Admin Server 2003. • Secondary schools start using examinations organiser • Capita Examinations organizer training 2nd/3rd October • Get EMS setup and start to look at EMS overview course • Pulse • SQL/Alerts 	<p>IA</p> <p>IA</p> <p>PG</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>

	<ul style="list-style-type: none"> • SEQUEL • EPM • SIMS 2.90/3.70 Upgrade • Address Cleaning Sims/EMS • SQL Installs Non Secondary System Mgr AfW Sims.net • UG Meeting • SIMS Accreditation • SIMS User Groups 	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
November	<ul style="list-style-type: none"> • Pull in monies from Marilyn Wiles and Education Phycs with use of www.hulliclea.com for training evaluation forms collation and ED Phycs forms (this in place of Key Point) • G+B • SEN • EMS User Group 	<p>IA</p> <p>PB</p> <p>PB</p> <p>PB</p>

	<ul style="list-style-type: none">• SIMS 2.90/3.70 Upgrade• PLASC Workshop• SQL Installs Non Secondary System Mgr AfW Sims.net• Assessment Mgr 6 & Profiles Installs (To Feb)• SIMS Accreditation	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>
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