

	A	B	C	D	E	F	G
1	Testing Plan 8.x Upgrade as of 01.12.2010						UTST
2	Test Plan Committee						Carol Powers Amanda Riecks-Kurshinsky Larry Johnson Fran Boslow Heather Madore Jay Lamoureux Stephanie Behan Debbie Kirkorian Katrina Boyajian
3	Test Instance						UTST
4	Testing Deadline						All work must be completed no later than 04.09.2010
5	NAME	ASSIGNED TO	STATUS	START DATE	TARGET DATE	END DATE	NOTES
6	Distribute Objectives and Scenarios	CAROLP	Completed	11.16.2009	11.20.2009	11.20.2009	Objectives and scenarios used for the 7.5 upgrade were distributed to test planning committee members. It was agreed each person would review the objectives and select the ones for testing and identify test employees.
7	Identify MR Reporting Needs	CAROLP	Completed	11.16.2009	01.08.2010	01.11.2010	Share time line with Jackie by 01.08.2010
8	Return Updated Scenarios to STHRs	COMMITTEE	Completed	11.16.2009	12.04.2009	01.31.2010	All scenarios that will be used in the 8.x test are to be completed and forwarded to STHRs. As of 01.06.2010 Benefits scenarios are still outstanding.
9	HRIT to Upgrade to 8.3	HRIT TEAM	Completed	01.11.2010	01.29.2010	01.29.2010	#1 Banner General 8.3 - Must be installed before 2009-B1-22 #2 Banner Position Control 8.3 - Must be installed before 2009-B1-22 #3 Banner HR 8.3 - Must be installed before 2009-B1-22 The following releases could be installed after 2009-B1-22 is completed and before 2009-B2-22 is started which would allow for 2 additional weeks. #4 Banner Web Tailor 8.2 #5 Banner Employee Self-Service 8.3 #6 Banner Web General 8.3
10	Code Scenarios into UTST	COMMITTEE	Active	11.25.2009	01.29.2010		
11	RUN Payroll 2009-B1-22	AMANDAK	Completed	02.01.2010	02.05.2010	02.12.2010	Do not use automated processes - run individually. In UTST 2009-B1-22 Time Sheets have a DISP = 20 PHPTIME will need to be run for any new hires. Also, changes to any existing jobs may require re-extract. Work date: 10/17/09 - 10/30/09 check/pay date: 10/30/2009
12	Review output	COMMITTEE	Completed	02.01.2010	02.11.2010	02.14.2010	
13	Refresh MR Test Instance	MR	Completed	02.05.2010	02.08.2010	02.10.2010	After receiving notification that payroll processing is completed.
14	Extra day (cushion)		Completed	02.12.2010	02.12.2010	02.12.2010	
15	RUN Payroll 2009-B2-22	AMANDAK	Completed	02.15.2010	02.19.2010	02.19.2010	Do not use automated processes - run individually Work date: 10/17/09 - 10/30/09 check/pay date: 11/06/2009
16	Review output	COMMITTEE	Completed	02.15.2010	02.25.2010	03.01.2010	
17	Refresh MR Test Instance	MR	Completed	02.19.2010	02.22.2010	02.23.2010	After receiving notification that payroll processing is completed.
18	Extra day (cushion)		Completed	02.26.2010	02.26.2010	03.01.2010	
19	RUN Payroll 2009-B1-23	AMANDAK	Completed	03.01.2010	03.05.2010	03.05.2010	Use automated processes Work date: 10/31/09 - 11/13/09 check/pay date: 11/13/2009
20	Review output	COMMITTEE	Active	03.01.2010	03.11.2010		
21	Refresh MR Test Instance	MR	Completed	03.05.2010	03.08.2010	03.08.2010	After receiving notification that payroll processing is completed.
22	Extra day (cushion)		Active	03.12.2010	03.12.2010		
23	RUN Payroll 2009-B2-23	AMANDAK	Inactive	03.15.2010	03.19.2010		Use automated processes Work date: 10/31/09 - 11/13/09 check/pay date: 11/20/2009
24	Review output	COMMITTEE	Inactive	03.15.2010	03.25.2010		
25	Refresh MR Test Instance	MR	Inactive	03.19.2010	03.22.2010		After receiving notification that payroll processing is completed.
26	Extra day (cushion)		Inactive	03.26.2010	03.26.2010		