


WEB Calendar Selection Process

The WEB Calendar Action Team of ACPAC seeks ACPAC support to recommend that the TUC be requested to facilitate the selection of a WEB calendar product. The following process is suggested. It is important that the selection process includes input from both academic and administrative users and technology support personnel to insure a product selection that meets the diversified needs of the university. This action team recommends that only one product be selected and implemented.

The following eight steps should be used as a template or guide in the selection process.

1. Gather Input (Needs Definition)
 - a) Users:
 - Email Survey
 - Focus Groups
 - b) Working group of technical people
 - i. Standards-based solution
 - ii. Supported hardware platform
 - iii. Integration with existing services
 1. NT Authentication
 2. LDAP
 3. Web Services
2. Suggested list of products for evaluation
 - a. IPlanet's iCalendar
 - b. Microsoft Exchange
 - c. Novell GroupWise
 - d. Meeting Maker by On Technology
 - e. Lotus Notes
 - f. Eudora Planner
 - g. Synchronized by CrossWind Technology
3. Campus license solution to address
 - a. Faculty
 - b. Staff
 - c. Students
4. Key items to evaluate
 - a. Feature set
 - b. Ease of use
 - c. Total cost of ownership
 - i. Purchase Price
 - ii. Maintenance
 - iii. Implementation
 - iv. Training and Documentation

The following example shows one method that could be used for evaluation. The items being evaluated should be the results of step one (Needs Definition). The required items would be weighted heavier than the desired items.

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5. Testing and evaluation of the top three products
 - a. Test against Needs Definition obtained in step 1
 - b. Identify testers
 - i. End Users
 - ii. Technical Staff
 6. Present solutions
 - a. AOG / ACOC
 - b. ACPAC
 - c. Council of Deans
 7. Product endorsed by governing bodies should be sent to the Provost and President for approvals.
 8. Implementation and Training scheduled
 - a. Identify training solutions for Academics and Administration
 - b. Define rollout schedule with AOG and ACOC
 - c. Define support models for Academics and Administration