EPOP
Timeline for Closure Items

1. Install remaining admin clients on all listed machines. List located at [http://www.kirkwood.edu/pdf/uploaded/99/epop_parties_that_can_send_msg_training_11_2_2006.pdf](http://www.kirkwood.edu/pdf/uploaded/99/epop_parties_that_can_send_msg_training_11_2_2006.pdf) - Due Monday, December 18, 2006 [Josh & Todd] Completed
2. Create instructions that will be emailed out to Epop senders on how to send a msg (reinforcing the training) – Due Wednesday, December 20, 2006 * Extension until Jan 19, 2007 [Lynda - Todd]
3. Compute the number of faculty and staff pc’s that has Epop installed on them as a receiver – Due Friday, December 15, 2006 [Darren or Todd] Completed

According to the counts on the console, we have installed 879 clients out of 2000 available licenses. The remaining 1121-ish is the number for us to discuss with Tom and Jon out of the remaining 3000+ student/kiosk/classroom/lab computers.

4. Set up meeting to identify what other machines to install the receiver Epop software on and to create a testing schedule for the Epop system. Parties invited; Jon N, Tom K, Darren Z, Todd S, Kris T. – Due Thursday, December 14, 2006 [Kris] Completed
5. Sort and complete the building folder (35) and locations (11) folder structure of the msg sending by verifying faculty and staff building locations and then add/chg/fix the folders. – Due January 5, 2007 * Extension until - Jan 19, 2007 [Darren and Julie]

6. Other PC’s that need the Epop receive msg software -
   A. Currently all full time staff and faculty
   B. All KCC offsite buildings:
      a. Washington
      b. Vinton
      c. Monticello
      d. Iowa City
      e. Tipton – and Tipton CEO
      f. Williamsburg
      g. Resource Center
      h. Lincoln
      i. Marion
      j. Belle Plaine
   C. Instructor Stations in all KCC buildings
   D. All PC’s in East Campus
   E. One computer in the row of stand ups in the halls

Due Jan 31, 2007 [Josh]

7. Create a testing schedule – Where the Epop System will be tested monthly.
   A. Test college wide  – small test to every building. Due Feb 2, 2007 [Darren]
   B. Send out an eTempo a day or two before each test. Due Jan 31, 2007 [Darren]
   C. Create a "Generic Message" to be used  - Due Jan 31, 2007 [Darren]
   D. Set up an email box for faculty and staff report Epop Issues – Due Jan 31, 2007 [Josh]
   E. Add Epop reminder to Darren’s calendar three days before the end of the month — Due Jan 15, 2007 [Julie]