



# **e-campus: Notebook Planning Session**

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# e-campus: Notebook Planning Session

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Method & Timeline (best case)

Report (5)

Research  
(5)

strategy (5)

Decision (5)

Maintain  
(on-going)



Plan  
(10)

Implement (60)

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## Research: Infrastructure & Environment

<b>Thinkpad Power &amp; Wiring (110/Ethernet) Log Exceptions</b>	Dormitory	Common Areas	Labs	Off-campus access
	Lounge	Union	Study Areas	
		Dining & Cafe	Library	
		Mall	Classrooms	

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## Research: Infrastructure & Environment

<b>Server &amp; Backbone (client switched 10/100) (Log backbone)</b>	Total Ports	Network dependent applications	Printer Ports	Off-campus Remote connection ports
Inventory of ports	Total Active Client Ports	E-mail constraints	Scanning Ports	Network bandwidth policies
Schematic of high level network	Delta open ports	Internet Constraints	Wireless access points	Security (VPN)
Monitoring tools Capacity planning	Total estimated Active with Thinkpad University	Central Storage Constraints		Firewall

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## Research: Infrastructure & Environment

<b>TPU electrical environment</b>	Total outlets (mirror ports)	EFI enabled		
	Amps, Circuits and Breakers			

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## Research: Infrastructure & Environment

<b>TPU support environment</b>	Current support staff	Support and depot	Image area	Help desk software
	Current location of support staff and office	Secure shipping	Training area	Ticket status
	Current location of shipping and receiving	Secure support & check-in/out	Service area	FAQ & Help Database access
	Process for ship and receive secure	Process and workflow for service.	Service education, shipping boxes	Listserve

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## Research: Culture

<b>Literacy</b>	Faculty Literacy	Staff Literacy	Student Literacy	Management Literacy
	Required usage & applications	Required usage & applications	Required usage & applications	Required usage & applications
<b>Technology Course Involvement</b>	Required usage % of class requiring laptop	Faculty willing to integrate laptop %	Applications to support course design	

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## Research: Applications

<b>Applications on Thinkpads</b>	Communication	Productivity	SIS	Research
	Email	Office	Self Service	Internet
<b>Support for Images</b>	Configuration and models	Image tools	Storage Repository	Backup Recovery
<b>Support for non-image software</b>	Entertainment	Policies	Student with own laptop	

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## Research: Readiness

<b>Why Thinkpad University</b>	Faculty	Staff	Students	Community
<b>Executive Sponsorship</b>	Yes/No/Maybe	Have they been briefed & educated  Does it link to Vision & Strategy	Site visit	Letter to Organization  Is it a fit?
<b>Financial Readiness</b>	Lease vs Buy	Fee	Financial Aid	Scholarships
<b>Support Resources</b>	Dedicated Staff	Process and Workflow	Site visit	Policies, agreements, expectations

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Strategy: Timeline & Target Dates

<b>Test</b>	Faculty	Staff	Students	Community
<b>Pilot</b>				
<b>Deploy Phase 1</b>				
<b>Deploy Phase 2</b>				

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Strategy: Integration

<b>Partner</b>	Thinkpad	Image/Support	Rollout	Maintenance
<b>Direct/IBM</b>				
<b>Staff</b>				
<b>Other</b>				

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## Strategy: Partner Selection

<b>Selection</b> Minimum three	Sole Source	Request For Information RFI Facts & Screening	Request For Proposals RFP Problem/Solution	Request For Bid RFB Specific Req Low Cost
<b>Criteria</b>	Years in Business	Location	Financials or D&B	Technical Staff
<b>Support</b>	Sales Staff	Warehouse Staging Inspected	Executive Relationship	Financing IBM Global Financing
<b>Features</b>	Financing Flooring	Financing Asset Protection	Student Financing Assistance Loans	Integration Experience Project Plan Project Management Customer Satisfaction

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## Strategy: Communication

<b>Communication Plan</b>	Does one exist	Owner / Manager	Professional	Collateral
<b>Announcement</b>	When - Frequency	How - Method	Who - Audience	What - Topics
<b>Feedback, Focus Group, Planning Sessions</b>	Faculty	Staff	Students	Community
	Management	Associations	Journals	

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## Strategy: Support Plan

<b>Support Plan</b>	Does one exist	Owner / Manager	IBM Capability, procedures, policies	Partner Capability, procedures, policies
<b>Reviewed</b>	Partner	IBM	Financial	HR
<b>Resources</b>	Space	Equipment Spares	Financial	HR
<b>Documentation</b>	Does it exist	Owner / Manager	Format	Refresh Who, When

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## Strategy: Financial Plan

<b>Financial Plan</b>	Does one exist	Owner / Manager	CFO	Budget Committee
<b>Financing</b>	Who	IBM	Partner	Institution
<b>Asset Management</b>	Refresh	Disposal	Asset Control	Title
<b>Student Impact</b>	Tuition	Loans	Third Party	Demographics

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## Strategy: Project Management

<b>Project Plan</b>	Does one exist	Owner / Manager	IBM	Partner
	Where is it	When completed	How developed	
<b>Reviewed</b>	Partner	IBM	Management	Support
<b>Project Managers</b>	Partner	IBM	Organization	

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## Strategy: Testing & Life-cycle

<b>Master Calendar for Testing</b>	Organization	Partner	IBM	
<b>Product Roadmap</b>	When	Who IBM/Partner		
<b>Testing</b>	Dates	Objective	Image	Demo Equipment
	Documentation	Recommendation	Standards	Knowledge Management

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## Strategy: Deployment

<b>Calendar for Deployment</b>	Organization	Partner	IBM	
<b>Procurement</b>	Partner	IBM	When	
<b>Stage &amp; Configure</b>	Partner	IBM	Organization	Ref: support plan
<b>Deploy</b>	Project Plan	Partner	IBM	Organization

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## Strategy: Backup Plan

<b>Backup Plan</b>	Does one exist	Owner / Manager	IBM	Partner
	Where is it	When completed	How communicated	
<b>Review</b>	Partner	IBM	Management	Support
<b>Time</b>	Does it account for Time	Does it account for supply	Does it account for failures	Does it account for academic impact