

**CalATERS
Sample Implementation Schedule**

Month	Month 1				Month 2				Month 3			
Week	1	2	3	4	5	6	7	8	9	10	11	12
Kick-Off Meeting												
Table Development												
Review Table Format												
Develop Receipt Address Table												
Develop Valid Approver Table												
Develop Object Table												
Develop Division List Table												
Develop Bureau List Table												
Develop Unit List Table												
Develop High-Level Account Code Table												
Develop Detail Account Code Table												
Develop Profile Table												
Table Load & Testing												
Rollout Planning												
Review Rollout Materials												
Prepare Department Rollout Plan												
Develop Rollout Communication Tools												
Develop Training Materials												
Workflow Analysis												
Conduct CalATERS Demo												
Review TA Process/Conduct Gap Analysis												
Review ER Process/Conduct Gap Analysis												
Identify/Document Procedural Changes												
Modify/Develop New Policies & Procedures												
CalATERS Training												
Review CalATERS Training Programs												
Attend CalATERS Training (Accounting Staff)												
CalATERS Rollout												
Conduct Employee Training												

Purple = CalATERS Review/Discussion Green = Department Target Completion Dates