Date: March 30, 2017

To: Council of Library Deans

Subject: Library Deans Briefing

What Library Deans need to know between the COLD meeting in April and the next meeting in the fall.

Project Milestones

>April 2017: Conclude major testing and configuration; Prep migration forms

>May 2017: Data files delivered to Ex Libris, Tech freezes begin. Ex Libris tests data

>June 2017: Campuses cutover to Alma/Primo, preceded by short circulation freeze

>July 2017: Alma health checks, troubleshooting of migration issues

>August 2017: Ex Libris support switches from Implementation to Support teams

Cutover Plan

>Ex Libris provided a Cutover High-level Weekly Plan for all groups including San Marcos + Sacramento (see attached Excel document). Be sure to note the schedule for your library. The Project Managers have a copy of this document as well as a detailed Master cutover plan.

Library Readiness

- Regular, frequent communication with your Project Manager is essential as you are partners in this project. Providing support for each other is vital to your library's well-being, comfort and success. Obtain updates and discuss concerns e.g. training progress and readiness for go-live.
- There are three important readiness checks. The Alma Task Checklist guides training activities and functional testing; Pre Go-live Tasks outlines "must do", "should do" and "can do" tasks and when to complete them. These are on the Confluence site. Ex Libris' Alma Health Checklist verifies that essential day-to-day library activities are functioning properly.

Expectations at/after Go-live

- Expect that most things will go well, but that not everything will be working on Day 1. There will be issues. Help your staff stay the course and encourage a problem-solving mindset.
- The Chancellor's Office Team will coordinate CSU post-implementation training support in conjunction with working groups and task forces. Topic-focused forums, webinars and video recordings will be posted to the Confluence site.

Communication from CO ULMS Team

- The CO will disseminate notices of issues affecting multiple campuses, updates on campus status, and continued sharing of Alma/Primo update content.
- Re Ex Libris Implementation Team handoff to ExL Support
- Expect requests for input e.g. on governance issues, and nominations for re-formed working groups and task forces.

More information on all aspects of the ULMS project on Confluence site:
https://calstate.atlassian.net/wiki/spaces/ULMS