April 3-7

       Test plan created and approved as of April 7

       Workflow document created and approved as of April 7

       Printing instructions documented created and approved as of April

April 10-14

       Hold up to 6 one hour testing sessions that could be open to all.

o   Three morning sessions and Three afternoon sessions

o   Be clear that they are testing sessions and not official training sessions

o   Any issues are logged right away in Salesforce

o   Could use this time to test full process with Vanguard

April 17-21

       Hold up to 6 one hour training sessions that could be open to all

o   Three morning sessions

o   Three afternoon sessions

o   Be clear that these are training sessions.

o   If any issues are found log them right away

April 24-28

       Hold up to 6 one hour training sessions that could be open to all

o   Three morning sessions

o   Three afternoon sessions

o   Be clear that these are training sessions.

o   If any issues are found log them right away

May 1-5

       Catch up week - re testing of fixes

May 8-12

       Testing and final config agreed to

July 10

       Go Live on Peer 2 Peer