MEMO

TO: CONNECTIONS IMPLEMENTATION COORDINATORS, LAN
ADMINISTRATORS

FROM: CONNECTIONS COMMUNICATIONS

DATE: NOVEMBER 15, 2001

RE: CONNECTIONS DESKTOP PC IMPLEMENTATION

This memo is a follow-up to correspondence dated 10/05/01 regarding the CONNECTIONS Desktop PC Replacement Project. As referenced in our 10/05/01 correspondence, we indicated that we would be notifying districts/agencies regarding the schedule for the delivery of the new CONNECTIONS desktop personal computers. In terms of our over-all implementation plan, the goal is to replace/install 2,000 desktop personal computers a month.   As you know, our initial implementation plan for rollout of the new personal computers was to begin with the Metropolitan NYC Region and end with the Buffalo Region. As you would imagine, the complexities of the World Trade Center tragedy in NYC necessitated a change in the original plans. Instead of the Desktop PC rollout starting in Region 6 (the NYC Region), it will now begin in Region 4 (the Albany Region) in mid-November followed by Region 3 (the Syracuse Region), Region 2 (the Rochester Region) and Region 1(the Buffalo Region).   Region 5 (the Yonkers Region) and Region 6 (the NYC Region) will be implemented at the end of the schedule. For details regarding IBM's delivery and removal process, please review the IBM Delivery and Removal Agreement Materials that were sent to your sites on October 5th, 2001.

Over the last few months a number of activities have taken place to support the implementation plan for the Desktop PC Replacement Project. These are outlined in the sections below. If you need to take action on any of the following activities, we urge you to do so as soon as possible.

Desktop PC Replacement Spreadsheets

Earlier this year (May 2001), we sent correspondence to Commissioners, Directors of Services, CONNECTIONS Implementation Coordinators, Security Coordinators

and/or LAN Administrators regarding our plans for replacing CONNECTIONS baseline desktop personal computers. At that time we asked that district/agency staff complete the desktop pc replacement spreadsheets, which identified the baseline desktops designated for replacement and these spreadsheets were to be submitted to David Kislowski by **May 25, 2001**.   At the present time our records indicate that site packages have not been submitted from a significant number of districts and agencies.

In order to move forward with the Desktop PC Replacement Project it is imperative that we receive these site packages (desktop pc spreadsheets) from all applicable districts or agencies in all regions by **November 23, 2001**, with the only exception being Region 4. Any Region 4 districts or agencies that did not submit complete site packages were previously notified that they must submit site packages by October 26, 2001.   Districts or voluntary agencies that have not submitted their site package(s) by their specified date will be rescheduled to the end of the implementation schedule, which is targeted for 8/1/02.

Please submit your completed Desktop PC Replacement Project spread sheets electronically via Exchange or Outlook email to the Office of Technology, contact person: David Kislowski, David.Kislowski@dfa.state.ny.us.   If you have site floor plans, please fax them to David Kislowski at the following fax number, 518-486-1096. If you have any questions about your site packages, please contact David Kislowski at 518-486-7590.

Resource Materials & Best Practice Guidelines

In early October of this year we sent resource materials and best practice guidelines that provided instructions and procedures for copying your current files to help you prepare for your new CONNECTIONS personal computers.   That activity was followed up by a series of meetings that were held with LAN Administrators in Regions 1-4. These meetings were collaboratively developed and conducted by staff from the CONNECTIONS Project, the Office For Technology, and IBM.   The purpose of these meetings was to provide technical assistance and support to districts or agencies in their preparation for the delivery of the new equipment. Future meetings will be scheduled with LAN Administrators in Regions 5-6 once we get closer to their implementation date in the spring, 2002.

Next Steps/PC Delivery Preparation

There are several more follow-up activities for Implementation Coordinators and LAN Administrators to complete in order to help the CONNECTIONS Desktop PC Replacement Project move forward as smoothly as possible. These activities will include regional meetings and a series of follow up tasks will need to be completed by district or agency Implementation Coordinators and/or LAN Administrators.

The OFT (Office for Technology) Command Center will be calling district/agency site contacts approximately two weeks prior to your scheduled implementation date. At that time, the OFT Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. **Note:** the computers that are being replaced should match up with the information contained on your district/agency desktop pc completed spreadsheets sent to David Kislowski.

In addition to the aforementioned information being provided by OFT, your CONNECTIONS Regional Office Implementation Representative will notify CONNECTIONS Implementation Coordinators regarding regional meetings that will be scheduled for all local departments of social services and voluntary agencies in each of your respective regions. These meetings will be conducted by your regional office representatives and will be held prior to your region's roll out.

The purpose of these meetings will be to review several resource materials that have been developed to assist district or agency staff with the use of new computers. These resource materials will include the following: the new desktop pc highlight video, the quick start guide for how to use your new pc, and a readiness checklist for child welfare staff. Additionally, these meetings will provide information on the technical aspects of the delivery of the new equipment. The intended audience for these meetings is Implementation Coordinators, LAN Administrators, and any other relevant IT Staff.

As previously mentioned, Region 4 (the Albany Region) is scheduled for implementation in mid-November. Therefore, regional meetings for Region 4 are scheduled as follows:

Friday, November 9, 2001

Empire State Plaza - Meeting Room 1
10:30 AM – 1PM

Note: this meeting is for districts or voluntary agencies in the Capital-Saratoga area. An additional meeting for districts or voluntary agencies in the North Country-Adirondacks area will be scheduled a week later.

Brian Kelley, who is the Albany Region's CONNECTIONS Implementation Representative, will provide follow-up correspondence with agenda information, directions and dates for Region 4's North Country-Adirondacks area meeting. For all other regions, your CONNECTIONS Regional Office Representative will notify district or agency Implementation Coordinators regarding the specifics for upcoming meetings.

If you have any questions about this correspondence, please feel free to contact CONNECTIONS Communications or your CONNECTIONS Regional Office Representative.

ARO - Brian Kelley, 518-474-4813
BRO - Mary Arnone, 716-847-3028
NYCRO - Ro Strand, 212-383-1853, Mike Prendergast, 212-383-1768, Earl Thomas, 212-383-1854, Sharone Jones, 212-383-1872, Alyce Barksdale, 212-383-1887
RRO - Cynthia Brookins, 716-238-8562
SRO - Cliff Pelton, 315-423-5596
YRO - Andrea Straker, 914-377-2081