DALNET HORIZON ACCEPTANCE TESTING PROCESS

1. **Checklist to use for Horizon testing**

   a. Compile the input sent to Scott from Committees and libraries and merge it into the checklist
   b. Use the checklist as the evaluation instrument
   c. Check the contract for clarification of features included in Horizon
   d. This testing is NOT to include data conversion

2. **Who will be responsible**

   a. Testing by Groups 1 and 2 of DALNET libraries, plus a community college (UDM, Botsford, WSU, DPL and a community college)
   b. Functional testing will be done by Anaclare and Adriene (WSU/DALNET) and Willy and Jennifer (DPL)—Horizon trainers
   c. Evaluation of results done by representatives from the libraries plus the staff who did the functional testing
   d. Scott and Louise will clarify with epixtech who the vendor contacts will be for this process.

3. **Procedure for testing**

   a. Each library participating will go through the checklist with their staff and respond to the items with:
      yes
      yes, but (explain)
      no
      don't use (means their library doesn't use that feature)
   b. Tally the responses
   c. Identify problem areas from the tally, including:
      any no's—ask the functional testing group to verify that it doesn't work
      yes, but's—ask the functional testing group to doublecheck
   d. Notify epixtech to remedy the problems (30-90 remedy period per contract)

4. **How to evaluate results and determine payment**

   a. Determine if there are major problem areas, e.g., broadcast searching in WebPAC
   b. Evaluate the remaining no's after the remedy process and make a judgement as to their impact
   c. Evaluation group will give list of "showstoppers" to the Steering Committee

       d.   The Steering Committee will report to the DALNET Finance Committee on the results.

       e.   The DALNET Finance Committee will recommend negotiations with epixtech (formerly Ameritech) to the Board or Board designees (e.g., negotiating team)

5.   Timeline for this process

       a.   January 10—propose plan to Steering Committee
       b.   Feedback to Scott on the checklist due after Midwinter ALA
       c.   Compile the checklist with the input by end of January
       d.   Groups 1 and 2 go through the checklist during first two weeks of February
       e.   Identify the problem areas and test the no's during last two weeks of February
       f.   Send list of no's to epixtech for remedy by end of February
       g.   30 – 90 day remedy period
       h.   Evaluation of results to the Steering Committee in 2 weeks
       i.   Steering Committee report to the Finance Committee in 2 weeks
       j.   Finance Committee report to the Board in 2 weeks

L. Bugg for subcommittee including Debbie Adams, Randy Call, Phyllis Jose, and George Libbey

L. Bugg/cmz
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