Critical steps time-line for new DALNET member Library

The library should estimate that the implementation process starting with signing the DALNET contract to the "go-live" date is approximately 180 days (6 months). Note: If any key people at the library are unavailable for an extended period of time (e.g. three week vacation) during the implementation process, the timeline may be affected.

1.   **Contract Signing**

2.   **Initial Horizon Training** - Five days (not consecutive)
        Overview
        Systems Training
        StafPAC/WebPAC
Note: Training in Windows NT, 2000, 95, or 98 is essential before the above three classes. DALNET does NOT offer this training.

3.   **Library begins data profiling** – Thirty to sixty days
Note: At this point the Library must have at least one Windows NT or Windows 2000 workstation (per DALNET guidelines) that is connected to the Internet.

4.   **Creation of Test database** – sixty to ninety days
        Data extraction from current system begins (If library is not currently automated, data from a bibliographic utility (OCLC, MARCIVE, etc.) may be used).
        Data loading into Test database
        Review of Test data
        Refinement of tables, data extraction, and data load
        Development of local site WebPAC
        Signoff of test data

5.   **Horizon Module Training** – seven days (not consecutive)
        Acquisitions, Circulation, Cataloging, Serials Control, and WebPAC
        This training typically overlaps with the Test database creation process.

6.   **Creation of Production Database** – ten to thirty days
        Final Data Extraction
        Database loading and creation
        Customized database cleanup
        Database sent to DALNET
        WebPAC activated for Production database
Note: the estimate of ten to thirty days is directly related to the size of the collection and the complexity of the conversion.

NOTE: All necessary staff and public workstations should be in place by the time the Production Database process begins.

S. Muir, June 2001