



FLORIDA STATE UNIVERSITY FOUNDATION

From: Holly Newell, FSU Foundation Chief Financial Officer

Date: November 13, 2018

Subject: AcademicWorks Project Implementation Schedule

Over the past several weeks, Foundation staff has been meeting with Scholarship Coordinators and others in each academic unit to review your scholarship funds. This process has involved identifying the funds that need to be loaded in the AcademicWorks system, setting up the scholarship criteria, granting necessary users access to the system and providing them the opportunity to register for the upcoming training scheduled in December. The next several weeks will be focused on your staff validating system setup and testing the qualifications in advance of go-live to ensure applicants will be auto-matched or qualified to scholarship opportunities as anticipated. **We cannot stress enough the importance of these steps in ensuring a successful implementation.**

Below is the rollout schedule for the AcademicWorks implementation:

October 16 – November 8	Kickoff meetings are held with academic units
October 29 – November 30	System setup is finalized with academic units
December 4 - 5	Full day of training is provided (see agenda attached)
December 5 – 19	Campus-wide testing occurs with academic units
December 20 – January 2	System is wiped clean in preparation for go-live
January 3 - 7	System goes live and is available for making awards beginning with Fall 2019 semester

Thank you and your staff for your assistance throughout this implementation as we look forward to bringing AcademicWorks to Florida State University.