

CLACKAMAS COMMUNITY COLLEGE – TRANSITION TIMELINE

Event/Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Contract								
Contract Discussions	x	x	x					
New Store Fact Sheet								
Complete Pre-Transition Questionnaire & New Store Fact Sheet	x	x						
Client Meeting								
Meet to Discuss Transition Calendar	x	x						
Review Inventory, Fixtures, Equipment Needs		x	x	x				
Review Inventory Purchase Terms		x	x	x				
Review Personnel Information	x	x						
Review Rush Timetable	x	x	x					
Discuss Branding Guidelines (athletic/school logo, colors)				x	x	x		
Discuss Textbook Adoptions for Next Term	x	x	x	x	x	x	x	x
Faculty Visits						x	x	x
First Week Barnes & Noble College Operation								x
Determine Key Contacts for College								
Provide Contact for Contract, SFA, Registrar, Facilities, IT, Academics, Admissions, Security	x	x						
HR/Benefits								
Provide HR Contacts	x	x						
Review Existing Store Organization Chart	x	x						
Review Existing Salaries/Benefits			x	x	x			
Send Benefits in Brief Info to Client & Employees	x							
Conduct Employee Group & Individual Meetings		x	x					
Distribute Salary Data & Job Descriptions						x	x	x
Systems/IT								
Review IT Equipment Worksheet	x	x						
Provide School IT & Telecom Contacts	x							
Installation Timetable Established	x	x						
Conduct Site Survey			x					
Installation Dates							x	
Accounts Receivable								
Determine Account/Billing Process			x	x	x	x		
Client/Barnes & Noble College Review of A/R PeopleSoft Questionnaire				x	x			
Identify Process for Billing					x	x	x	
Set Up A/R						x	x	
Loss Prevention								
Visit Campus Police						x	x	
Complete Security Inventory Survey				x				

