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

Operations / Marketing								
Website/Registration Integration/Course & Enrollment Feeds				X	X	X	X	×
Website Profile: School Contact for Logo/Colors; Images			X	Х				
Learning & Development								
Training Calendar Development & Distribution				X	X	X	X	X
Conduct Onboarding Orientation at Stores							X	
Train All on Cash Handling Procedures							X	X
Train CORE (General Merchandise System)							X	X
Train TextAid2 (Text System)							X	X
Train POS (Cash Register System)							X	X
Conduct "WOW!" Training (Customer Service Training)							X	×
Conduct Wev. Hamming (Constanted Del Vice Hamming)								
Vendors								
Review Open POs				X	×	Х	X	
Identify Local Vendors				Х	х	Х		
Review Contracts w/ Existing Service Vendors				X	Х	X		
-								
Textbooks								
Determine Layout							X	Х
Adoptions Received/Orders Placed				X	×	Х	X	×
General Merchandise								
Discuss Buying Plan w/ Home Office Buyers & Planners (prior to weekly calls)			Х	Х	Х	Х		
Identify Marketing Contact	Х	×						
Review Inventory/Core Assortment Plans w/ Store Team						Х	Х	Х
Set Up Convenience Vendors						Х	×	
Pre-Inventory								
Select Date for Walk Thru of Inventory	X	×						
Establish Inventory Date	X	×						
Prep Floor Plan							X	
Meet w/RGIS on Inventory Levels/Store Layout						Х		
Physical Inventory - (RGIS in Store)								
Conduct Physical Inventory							Х	
Verify Barnes & Noble College Division, Classifications							X	
Review Physical Inventory			Х	Х				
Regional Transition Team (Barnes & Noble College Field Representatives)								
Complete & Circulate Transition Team Calendar	1		X	Х	X	х	X	Х
Back Office Set-Up Transition							X	×
General Merchandise - CORE Transition							X	×
Textbooks - TextAid2 Transition	1		X	X	Х	X	X	×
Textbooks - Receiving Transition	1						X	×
POS Transition	+						X	×
Sales Floor Set-up (Cash Wrap, GM, Trade, Tech, Text, Convenience)	1						X	×