

Tipasa implementation timeline

Migration timeline	IT support (Total time: 3-5 hours)	Team lead (Total time: 20-25 hours)	Additional ILL staff (Total time: 10-12 hours)
Prior to Week 1	Authentication/ Patron Load Session	Authentication/ Patron Load Session	
	Time for discussion and decisions related to authentication and patron data		
Week 1	Provide OCLC with authentication information and configure third-party authentication (prior to Week 5)	Kickoff	Kickoff
Week 2		Cohort Session 1: Core Tipasa Functionality	Cohort Session 1: Core Tipasa Functionality
		Training: Intro	Training: Intro
		Time for configuration discussion, decisions, and setup	
		Office hours (as needed)	
Week 3		Cohort Session 2: Borrowing & Printing	Cohort Session 2: Borrowing & Printing
		Training: Advanced Lending Workflows	Training: Advanced Lending Workflows
		Training: Patron Management & Notifications	Training: Patron Management & Notifications
		Time for configuration discussion, decisions, and setup	
		Office hours (as needed)	
Week 4		Cohort Session 3: Going Live & ILLiad Shutdown	Cohort Session 3: Going Live & ILLiad Shutdown
		Training: Copyright Management	Training: Copyright Management (optional)
		Training: Document Delivery	Training: Document Delivery (optional)
		Time for configuration discussion, decisions, and setup	
		Office hours (as needed)	
Week 5	Testing of patron load		
Weeks 6-8		Cohort sessions and training for Weeks 2-4 (as needed)	Cohort sessions and training for Weeks 2-4 (as needed)
Week 9	Go live on Tipasa		
Week 12	Transition from Implementation to Support		

All sessions are approximately 1 hour.

The implementation program can be completed within 4 weeks, and libraries can go-live on Tipasa within 5 weeks elapsed time. We advise planning for an 8-9 week implementation if you choose to repeat sessions or anticipate any issues related to authentication.

You may designate one or more people to each of the roles listed above:

- “IT support” should be whoever oversees authentication and patron data at your organization, e.g., IT staff, systems librarian.
- “Team lead” could be the main ILL person, a project manager, or IT staff.
- “Additional ILL staff” should include anyone who will be using Tipasa to process ILL requests.