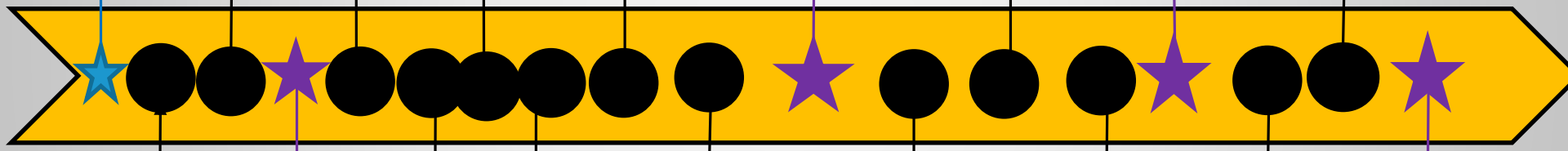
# ISS Implementation – Hub 2 Key Milestones (Dec 2018 – Nov 2019)



**11/27 – Sponsors Approval**

**1/10** – Hub 2 Kick-off
**1/14** – Data Gathering & Analysis begins
**1/14** – Project Teams detailed Planning begins

**2/22** – SSC and CTS Space Recommendation complete
**2/22** - In Scope / Out of Scope List complete

**3/7 – Progress Checkpoint**

**4/5** – SSC and CTS Space Recommendation Approved

**4/30**– CTS Staffing Plan complete

**4/26** - Data Gathering & Analysis complete

**5/31** – New CTS Staff Onboard
**5/31** - SSC Staffing Plan complete
**5/31** - SSC Staffing Engagement in Process Analysis begins

**6/1 – CTS Hub 2 Implementation**

**6/28** – Key Process Change / Communication Needs identified
**6/28** - Out of Scope Needs Assessment complete

**6/28 – Progress Checkpoint**

**7/31** – Process Change Analysis complete

**8/30** – Training & Change Management / Communication Plan complete

**9/20** - SSC Staff Training complete
**9/27** – Team Building Activities for Hub 2 staff complete

**9/27 – Progress Checkpoint**

**10/18** – SSC Physical Space Preparation complete
**10/18** – Relocate SSC Staff to Hub 2

**10/21 – Hub 2 Launch**

**11/29 – Post Implementation Checkpoint**

**** Key Milestones reflect dates when deliverables are due from project teams. Does NOT include timeframe for decision making*