The first major milestone is the engagement kick-off, which took place on January 9, 2019.

The "Initiate and Define" phase will take place from January to early April. It will include defining the requirements matrix and developing a detailed project plan.

The "Analyze" phase will take place from early March to late April. It will include developing the RFP scorecard, RFP package for evaluation, and the vendor overall scorecard.

The second major milestone will be the issuing of the RFP, which will take place in April.

The "Vendor Assessment" phase will take place from mid-April to early July. It will include the development of vendors demo scripts, a pricing normalization summary, and the creation of demo scorecards.

The third major milestone will be the vendor demos, which will take place in June.

The "Recommend" phase will take place from early July to mid-August. It will include developing the final vendor scorecard and the summary report.

The "Implementation Planning" phase will take place in July and August. It will include the development of the implementation success criteria and a detailed project plan.
The fourth major milestone will be the finalizing of the vendor contract, which will take place in July/August.

Source URL: https://www.uoguelph.ca/hr/milestones-timeline

Links
[1] https://www.uoguelph.ca/hr/sites/uoguelph.ca.hr/files/public/Timeline%20and%20milestone.pdf