

# September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
Side Effect Report, Scripts, and Tracking Logs Completed						
4	5 <b>Holiday</b>	6	7 PPE	8	9	10
Side Effect Report, Scripts, and Tracking Logs Completed						
11	12	13 <b>Copy PRP (PPE 9/13 – PP19)</b>	14	15	16	17
Sandbox- Refresh and Upgrade/Patching						
Side Effect Report, Scripts, and Tracking Logs Completed						
18	19	20	21 PPE	22	23	24
Sandbox- Refresh & Upgrade/Patching				SRP Parallel PY & Prereq Data		
Side Effect Report, Scripts, and Tracking Logs Completed						
Functional Team Review with Business Owners						
25	26	27	28	29	30	1
SRP Testing						

# October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
SRP Testing						
2	3	4	5 PPE	6	7 G/NG – DRP decision	8
SRP Testing						
9	10	11	12	13	14	15
Transport Freeze						
Dev Upgrade/Patching (no data copy)					DRP Testing	
SRP Testing						
16	17	18	19 PPE	20	21	22
Transport Freeze						
DRP Testing						
QA - Refresh & Upgrade/Patching						
23	24	25	26	27	28	29
Transport Freeze						
QA - Refresh & Upgrade/Patching		QRP Parallel PY & Prereq Data			QRP Testing	
30	31	1	2	3	4	5
Transport Freeze		Transport Freeze				
QRP Testing		QRP Testing				

# November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 PPE	3	4	5
Transport Freeze		Transport Freeze				
QRP Testing		QRP Testing				
6 Daylight Savings Time Ends	7	8	9 G/NG Decision	10	11 Holiday	12
Transport Freeze						
QRP Testing				Cutover to PRP ♦ Cutover to PRP ♦ Cutover to PRP (Checkout Saturday 10AM)		
13	14	15	16 PPE	17	18	19
20	21	22	23	24 Holiday	25 Holiday	26 Contingency Cutover Date (Sat pm or Sun am)
27	28	29	30 PPE	1	2	3
Contingency Cutover Date (Sat pm or Sun am)	SRP/DRP/QRP – YE Payroll CLC & SAP Notes YE Phase I & II					

# December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
				SRP/DRP/QRP – YE Payroll CLC & SAP Notes YE Phase I & II		
4	5	6	7	8	9	10
	SRP/DRP/QRP – YE Payroll CLC & SAP Notes YE Phase I & II					
11	12	13	14 PPE	15	16	17
	SRP – 1099 Testing					
			SRP/DRP/QRP – YE Payroll SAP Note Ph. III			
18	19	20	21	22	23	24
	SRP – 1099 Testing					
	SRP/DRP/QRP YE PY SAP Note Ph. III					
25	26 Holiday	27	28 PPE	29	30	31
		DRP 1099 Testing				
		SRP/DRP/QRP YE PY SAP Note Ph. III		YE Payroll SAP Notes to PRP		

# January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday	3	4	5	6	7
		QRP – 1099 Testing				
8	9	10	11 PPE	12	13	14
	QRP- Complete 1099 Testing, Doc & Transport Forms			1099's Transported to PRP		
15	16 Holiday	17	18	19	20	21
22	23	24	25 PPE	26	27	28
29	30	31	1	2	3	4