



Windham, ME
MYGOV TRAINING SCHEDULE
August 11 - August 14, 2014

Sent :	June 19, 2014	Revised :	June 25, 2014	Sent To :	Thomas Trautlein
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RE: MyGov Training Schedule

Here is the tentative training schedule for the MyGov PI, CE, PW and GIS modules. Please distribute this schedule to the appropriate users.

#	X	Date	Start	End	Session
1		8/11/14	9:00	12:00	* Code Enforcement Module Administrator's Training
2		8/11/14	1:00	4:00	* Code Enforcement Module Administrator's Training
3		8/12/14	9:00	12:00	* Permits & Inspections Module Administrator's Training
4		8/12/14	1:00	4:00	* Permits & Inspections Module Administrator's Training
5		8/13/14	9:00	12:00	* Permits & Inspections Module Administrator's Training
6		8/13/14	1:00	4:00	* Public Works Module Administrator's Training
7		8/14/14	9:00	10:00	* GIS Module Administrator's Training
8		8/14/14	10:00	12:00	* Clerk and Inspector Training

Questions?

Call Tim Koeshall at (866) 332-4558 x4

MYGOV PROJECT MANAGER / ADMINISTRATORS

The City project manager is responsible for the outcome of the project to include coordinating and monitoring the actions of each module administrator. Each module requires a minimum of one primary administrator and one backup administrator. During this training session, MyGov trains the administrators to setup and run the system. The users identified below are the assigned administrator's:

Overall Project Manager:	Thomas Trautlein
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Module	Primary Administrator	Backup Administrator	Total Attendees
Permits	TBD	TBD	TBD
Code	TBD	TBD	TBD
Public Works	TBD	TBD	TBD
GIS	TBD	TBD	TBD

Questions?

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MYGOV REQUIRED TRAINING INFORMATION

Here is a checklist of all of the items required prior to the training. Please make sure that all of these items are emailed to your trainer no later than their respective due dates.

#	X	Email These Required Items	Due Date
1		* An Excel, CSV or DBF file of your parcel addresses, owners and legal descriptions	10/1/13
2		* A Shapefile of your GIS "Parcel" layer	10/1/13
3		* A good quality, digital copy of your logo	10/15/13
4		* A good quality, digital copy of your letterhead, or fax / email what is available	10/15/13
5		* A list of all your contractor and permit types	10/15/13
6		* A list of all your case types	10/15/13
7		* A list of all your PW work order types, materials, workers and equipment (1)	10/15/13
8		* A list of all your contractor, permit and code fees with their account numbers (2)	10/15/13
9		* Examples of all documents related to one case type, such as "High Grass"	10/15/13
10		* A list of all your zoning districts	10/15/13

(1) If available, include cost, such as \$ per hour or ton, and amount on-hand for materials

(2) GL account numbers are typically provided by Finance

Questions?

Call Tim Koeshall at (866) 332-4558 x4

BRING TO TRAINING CHECKLIST

Here is a checklist of all of the required items to bring to training. Please make sure that each primary user and administrator that will be entering information has their own copy of this information.

#	X	Bring to Training These Items
1		* A list of all your contractor and permit types
2		* A list of all your case types
3		* A list of all your PW work order types, materials, workers and equipment
4		* A list of all your contractor, permit and code fees with their account numbers
5		* Example documents issued for code, such as "Notices", "Violations", "Liens", etc.
6		* Code books / documentation covering violation types, code references and text

Questions?

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MYGOV TRAINING ROOM INFORMATION

Here is a checklist of all of the items needed for the training room. Please make sure that all of these items are addressed prior to the training start date and time. The training schedule does not allow time for addressing these requirements.

#	X	Training Room Requirements
1		* Training requires a private, dedicated training room with ample room for all attendees
2		* Each primary user and administrator will need a PC or laptop with Internet connection
3		* The MyGov trainer will need work space and Internet access
4		* A projector and screen is required during the training session
5		* The projector must be able to connect to a user's PC / laptop or the trainers laptop
6		* Load the Firefox (or Chrome) browser on all computers accessing MyGov, including training computers
7		* Ability to print from a PC or laptop in the training room (Optional)

Questions?

Call Tim Koeshall at (866) 332-4558 x4



June 25, 2014

Thomas Trautlein
Town of Windham
8 School Road
Windham, ME 04062

RE: MyGov Implementation Timeline

Dear Thomas,

Here is the implementation timeline for the MyGov, "Permits and Inspection" (PI), "Code Enforcement" (CE), "Public Works" (PW) and "GIS" modules. Please distribute this timeline to the appropriate users.

#	X	Action	Date	Notes
1	X	Proposal Received	6/16/14	* MyGov received executed Proposal or Contract
2	X	Account Activation Received	6/17/14	* City sends MyGov "Account Activation" Letter
3	X	Implementation Timeline Sent	6/19/14	* MyGov sends City Implementation Timeline / Checklist
4	X	Required Items List Sent	6/19/14	* MyGov sends City required items Checklist
5	X	Initial Coordination Conference	6/25/14	* Initial Conference to discuss Implementation Process
6	X	Revised Implementation Plan	6/25/14	* MyGov sends City revised Implementation Timeline
7		Location Records Received	7/7/14	* City sends MyGov Location Records
8		GIS Parcel Layer Received	7/7/14	* City sends MyGov "Shapefile" of GIS Parcel Layer
9		Account Activated	7/1/14	* MyGov activates account and begins setup
10		Required Items Received	7/1/14	* MyGov receives required items from City
11		GIS Layers Imported	7/11/14	* MyGov imports GIS Layers
12		Location Records Imported	7/11/14	* MyGov imports Location Records
13		Site Admin Training	7/28/14	* MyGov conducts Site Admin Introduction (11:00am ET)
14		Location Management Training	7/28/14	* MyGov conducts LM Training (11:00am ET)
15		Site Admin Completed	7/29/14	* City completes setup of Site Admin

#	X	Action	Date	Notes
16		Permits Intro / Admin Training	7/29/14	* MyGov conducts PI Introduction (11:00am ET)
17		Code Intro / Admin Training	7/30/14	* MyGov conducts CE Introduction (11:00am ET)
18		PW Intro / Admin Training	7/31/14	* MyGov conducts PW Introduction (11:00am ET)
19		Billing Begins	8/1/14	* MyGov sends first invoice
20		GIS Intro / Admin Training	8/4/14	* MyGov conducts GIS Introduction (11:00am ET)
21		Pre-onsite Check	8/5/14	* MyGov conducts Pre-onsite check (11:00am ET)
22		Code On-Site Training	8/11/14	* MyGov conducts On-Site CE Training
23		Permits On-Site Training	8/12/14	* MyGov conducts On-Site PI Training
24		Permits On-Site Training	8/13/14	* MyGov conducts On-Site PI Training
25		Public Works On-Site Training	8/13/14	* MyGov conducts On-Site PW Training
26		GIS On-Site Training	8/14/14	* MyGov conducts On-Site GIS Training
27		End User On-Site Training	8/14/14	* MyGov conducts On-Site End-user Training
28		Testing / Implementation	8/21/14	* City finishes setup and begins testing phase
29		Weekly Progress Meeting #1	8/21/14	* MyGov and City review progress (11:00am ET)
30		Delete Test Projects	8/22/14	City deletes "test" Cases, Permits, Licenses prior to Go-Live
31		Go-Live Date	8/25/14	* City's Go-Live Date
32		Weekly Progress Meeting #2	8/28/14	* MyGov and City review progress (11:00am ET)
33		Weekly Progress Meeting #3	9/4/14	* MyGov and City review progress (11:00am ET)
34		Weekly Progress Meeting #4	9/11/14	* MyGov and City review progress (11:00am ET)

Please let me know if you have further questions.

Sincerely,

Tim Koeshall, Account Manager

Tony Plante

From: Heather McNally
Sent: Tuesday, August 05, 2014 1:21 PM
To: Albert Gaudet; B&R Builders-Joe Williams; B.C. Electric, Inc.; barden@nlis.net; Barnard Woodworks, LLC; Barry; Bauer & Gilman (bgconst@maine.rr.com); Ben Daigle; Benchmark; Biskup Construction; Brent Cyr; Brian Grady; Builders; Carl Hinkson; Chase Custom Homes (CHASEHOMES@AOL.COM); Chris Petitpierree Keep the Heat; CN Brown Company; Consolidated Home Improvements; Construction Consultants, Inc.; Custom Built Homes of Maine; Custom Shingles; D&J Excavating; D.W. McGowen Plumbing Inc.; Daryl Harvey / Home Construction; Dave Johnson Building and Remodeling; Dick ; Donald C. McFadden,C.G.; Durant Excavating; Emerson Excavating (Dennis & Darrin Emerson); Emerson, Ray (Ray.Emerson@sappi.com); Greg McCormick; Hamilton Plumbing & Heating; Heather McNally; Home Construction; James Elder; James Wolf; Jarod Robie (jarodrobie@hotmail.com); Jeff Rich; Jim O'Brion III; johncall@roadrunner.com; KR Stiffler Construction; Kyle Rich; L.C.Cooper Co.; LJM Builders; Mabel Darby; Maine Standards Company, LLC; Mark Moran; MGM Builders/Michael Manning; Patrick Wescott; Peter Gilman; Pinkham & Greer; Professional Engineering Design, LLC; RAS Construction; Richard LeDue; Robert Lax; Ron Goddard; Scott Plummer; SGC Engineering; Steve G. LeBrun; Sue Tandberg; Tim Blackie/Blackie Construction; Tim Duchaine/Duchaine Builders; Tim Grant Plumbing; Todd Harrison Construction Inc.; Tom Cleveland; Tony Plante; W. Louis Sidell, Jr., CFM; Walter Wunderlich; Weathervane Properties; Windham Millworks; Windham Millworks
Cc: Kara Taylor; Lisa Fisher; David G. Sawyer; Ben Smith; Amanda L. Lessard; Phyllis A. Moss; Tom H. Bartell
Subject: Upcoming Inspection Schedule and Software Implimentation

Good afternoon everyone,

In an effort to improve our services we will soon be implementing a new inspection and permitting software program. This Program "MyGov" will allow a more efficient permitting and inspection process both in the field and in the office.

MyGov will offer a web portal that will allow you to submit your permit applications and documentation online from our website with the creation of a user. By doing this it will allow you to track the progress of multiple projects that you may be working on. It will track the progress of your application and will allow us to submit the review notes directly to your email address.

Once the permitting process is complete you will also be able to schedule inspections online. We are extremely excited about this service that will be provided to you.

With the addition of this new software there are training requirements that we will need to attend to better serve you. As we move forward to our implementation date we ask for your patience during this time as scheduling may be difficult.

Aug. 11th and 12th there will be no coverage in the Code Enforcement Office or in the field for inspections. Administrative Assistants for Assessing and Planning will be available to assist with basic needs pertaining to the Code Enforcement Office. (i.e. Scheduling, folder information, zoning handouts etc.) On August 13th and 14th coverage will be limited to 1pm-4pm.

With this in mind, if you need inspections please call 894-5960 ext. 1 for the next available time that meets your needs.

We appreciate your patience so that we may provide you a better service.

Thank you,

Heather McNally
Director of Code Enforcement and Zoning Administration
Town of Windham
8 School Rd.
Windham, ME 04062
hmcnally@town.windham.me.us
(207) 894-5900 ext. 6111