

From: Baker, Josh
To: Baker, Josh <JoshBaker@gov.sc.gov>
Date: 12/16/2013 3:40:34 PM
Subject: Constituent Services

Good Afternoon,

Tomorrow at 9:00 AM in the Wade-Hampton Conference Room, there will be a kickoff meeting for the new constituent services system. A representative from Lockheed-Martin will be here Tuesday-Thursday of this week to collect business requirements, discuss reporting, create user profiles, and other tasks to set the system up for us. If you would like to attend, please do. In addition to this meeting, there will be opportunities for each functional area of the office to meet individually if desired.

A tentative schedule is:

Tuesday, December 16, 2013

0900 – 1000 Kickoff meeting
1000 – 1200 Constituent Services Interview
1200 – 1300 Break
1330 – 1400 SC.Gov
1430 – 1530 DSIT/Exchange
1530 – COB OEPP Technical

Wednesday, December 17, 2013

0900 – 1200 Constituent Services
1200 – 1300 Break
1300 – COB Office Interviews (Press, Legal, Scheduling, Boards, etc.)

Thursday, December 18, 2013 – Follow-ups and report writing.

Functional areas of the office should request interview times for Wednesday afternoon with me, if so desired. In addition, there is a training and review site that accompanies this system and may be reached at:

URL	http://lmiqtraining.com/Welcome
User Name	SC_Gov
Password	IQLearn!

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