Proposed Payment Schedule

Total of Scheduled Payments: $75,500

#	Date	Amount	Milestones
1	1/1/2014	$21,000	
2	6/30/2014	$13,000	1. Reassign a portion f one LAF computer specialist's responsibilities to give him/her the ability to spend 30% of FTE on this project. 2. Develop project plan and timeline. 3. Send LAF IT staff to SharePoint development training. 4. Work with Mark Pace to design SharePoint architecture and develop tagging system. 5. Modify architecture and/or tagging system based on staff input, as appropriate.
3	12/31/2014	$12,000	1. Begin discussing integration between SharePoint and LegalServer. 2. Work with Mark Pace and PSTI to design pages, tables, templates and forms. 3. Create system to correspond with workflows in practice groups identified by SeyfarthLean. 4. Get input from staff through interviews and surveys. Begin compiling best practices and SharePoint "how-to's." 5. Test document sharing features in SharePoint.
4	6/30/2015	$12,000	1. Create application programming interface (API) to share documents and metadata between SharePoint and LegalServer. 2. Build metadata filters for SharePoint Test system, including integration with LegalServer. 3. Create short "how-to" videos about key SharePoint functionality. 4. Create SharePoint wiki that includes best practices and expectations for use for all staff. 5. Complete SeyfarthLean evaluation and analysis of the SharePoint system.
5	9/30/2015	$17,500	1. Submit a final budget showing the actual expenditures on the grant, as well as a budget narrative explaining any changes from the final budget in the award package. 2. Final report approved by LSC.