

School Security Purchasing Cycle

Winter

November / December / January

Health checks, system statuses, needs, roadmap discussion, priorities, and quotes

Spring

February / March / April / May

Finalization of summer scope, receive PO's, project setup, products on order, scheduling, and pre-project coordination meetings internally and with Client stakeholders in preparation for work to begin after school end in June (= < 10th)

Fall

September / October

School start, service calls for break/fix

Summer

June / July / August

Installation window for large projects and system upgrades

Important Dates on the School Calendar for Security Considerations

JANUARY	FEBRUARY	MARCH
Finalize priorities, create scope and initiatives for summer work, deliver quotes.	Cover last-minute changes or revisions to quotes to meet budgetary requirements. Cut POs for summer work initiatives by last week in February.	1st week – project review, materials on order, scheduling.
APRIL	MAY	JUNE
Monitoring of Material lead-times, internal kick-off, pre-project engineering /pre-builts and device schedule creation.	Project coordination with IT/ and stakeholders on upcoming summer projects to begin upon school year end.	(End of school year. Generally before the 10th of the month) Summer Security Installation initiatives begin starting with Platform software updates. June 30th, end of schools fiscal year (for majority of schools).
JULY	AUGUST	SEPTEMBER
Security Installation and upgrades continue.	Security Installation wrapping up/ completing by end of month.	(School Starts. Generally day after Labor Day). Service calls for break/fix.
OCTOBER	NOVEMBER	DECEMBER
MEA/ no students W-F generally 3rd week of October, good time for quick install projects. Service calls for break/fix.	Perform system health checks on ACS and VMS systems, to aid in discussion and road mapping in December.	Winter break, no students approx. last week and a half of month. Good time to squeeze in quick install projects. Go over results of the system health checks, start discussion of priorities for summer work, software updates to platforms for upgrades, new technologies or configurations that would benefit the districts, discuss security roadmap (long term goals for system) etc.

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