Project Initiation and Planning Tollgate Report

Clark County School District

Report date: June 28, 2013

Objectives:

Summarize all plans that will be used to execute Implementation Phase tasks

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CCSD SIS PROJECT IPP TOLLGATE REPORT

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Document Change Control

The following is the control for revisions to this document.

Version	Date	Author(s)	Brief Description of Change
1.0	07 May 2013	Kelvin Beck	Original document
1.1	17 May 2013	Kelvin Beck	Updated tasks and events for milestones and rollout plan.
1.2	17 May 2013	Kelvin Beck	Added state reporting requirements meetings from this week
1.4	28 May 2013	Kelvin Beck	Incorporated team feedback
Revision 1	6/19/2013	Greg Halopoff, Kim Boyle	Final review and edits

Definition

The following are definitions of terms, abbreviations and acronyms used in this document.

Term	Definition
CCSD	Clark County School District
ICDE	Infinite Campus District Edition
SIS	Student Information System
SME	Subject Matter Experts

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Objective

This document summarizes the efforts used to research and create the strategies that will be employed by both the Clark County School District and Infinite Campus to execute the implementation of the Infinite Campus Student Information System.

Phase Summary

Beginning in January 2013, the Project Steering Committee (CCSD Executive Committee, CCSD Project Manager and the Infinite Campus Project Manager) worked to organize the necessary meetings and workshops that brought together the executable work plans. The Steering Committee brought together the appropriate resources from both CCSD and Infinite Campus for the various work streams to collaborate, gather feedback and valuable input to ensure all stakeholders were considered.

Start Date: 07 January 2013

End Date: 31 May 2013

Plans

Each plan is a separate document. The plans detail the execution strategies described above in this section. Each plan will be accepted and approved individually by the Project Steering Committee and CCSD and Infinite Campus Executive Sponsors as indicated in the Governance Plan.

- Governance Plan
- Data Conversion Plan
- Hosting & Infrastructure Plan
- Organizational Change Management and Communication Plan
  - Infinite Campus Practice and Procedure Recommendations
- Professional Development and Delivery Plan
- Support Services Plan
- Project Scope Change Management Plan
- Risk Management Plan

Governance Plan – this plan describes the working relationships between the CCSD and Infinite Campus project teams and resources along with responsibilities of the teams.

Organizational Change Management and Communication Plan – this document outlines the project communication key messages and the mechanisms that will be used to communicate them.

> **Infinite Campus Practice and Procedure Recommendations** – this is a living document that will continue to grow and develop throughout implementation and will continue to evolve throughout the operation of the system. The purpose of this document is to outline in as much detail as possible the processes and workflows CCSD end users will use to manage data in Infinite Campus.

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Project Scope Change Management Plan - the Project Scope Change Management plan identifies ways in which major changes (both contractual and non-contractual) to the project will be managed.

Risk Management Plan – this document details ways in which risks will be discovered, how they will be documented and addressed.

Professional Development and Delivery Plan – this plan details the training strategies, tools and other resources that will be used by both CCSD Employee Business Training and Infinite Campus Training and Knowledge Management. This document does not include a detailed training plan. The detailed training plan will be added later as an addendum once it is completed.

Data Conversion Plan – this is technical plan that outlines how data will be converted from SASI to Infinite Campus. Included are details about what data is targeted for each Track, cleanup processes and workflow.

Hosting & Infrastructure Plan – the purpose of this document is to describe the CCSD infrastructure that will be housed in the Infinite Campus data centers located in Blaine, MN. This document will also describe the access CCSD staff will be given to the databases along with details of the Cloud Choice package SLA info (equipment maintenance, software upgrade request process, custom CCSD development code promotion process, backup and restore procedures, etc.)

Support Plan – this document will cover the standard Infinite Campus SLA information. It also includes the CCSD specific workflow, how to submit cases to Infinite Campus and outlines escalation procedures for critical issues.

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Milestones & Key Events

The milestones and key events in this phase were strategically major activities and workshops that were used to build the project and work plans listed above and to plan the rollout in the next section of this document. Other activities such as the Practice and Procedure workshops with the CCSD Core and SME teams helped to build and develop the specific ways in which CCSD will use Infinite Campus.

The key milestones in this phase are listed below:

Milestones & Key Events	Start Date	End Date	Comments
Organizational Change Management			
Campus Overview Sessions			Complete
Road Shows	02/04/13	02/15/13	Complete
District Site Visits (Washoe)	04/22/13	04/23/13	Complete
District Site Visits (Chandler)	05/13/13	05/14/13	Complete
Business Process Definition			
Planning Workshops	11/13/12	12/07/12	Complete
Core Team P&P Workshop	02/25/13	02/28/13	Complete
SME Team P&P Workshops	04/02/13	04/12/13	Complete
Staff Development & Training			
Project Team Training (Mastering the Fundamentals of Campus)	11/05/12	11/09/12	Complete
Trainer Coaching	04/01/13	04/12/13	Complete
Staff Development Planning Workshop	04/15/13	04/17/13	Complete
Core Team Training (Mastering the Fundamentals of Campus)	02/04/13	02/15/13	Complete
Technical Team Training 1 (Mastering the Fundamentals of the Campus Database) – included extended reports development	03/04/13	03/05/13	Complete
Technical Team Training 2 (Mastering the Fundamentals of the Campus Database) – included extended reports development	03/19/13	03/20/13	Complete
Train the Trainer Boot Camp Instructional Design Workshop	05/07/13	05/09/13	Complete
Help Desk & Support			
Support Workshop	05/06/13	05/06/13	Complete
Infrastructure			
Hosting Workshop	05/06/13	05/06/13	Complete
Data Conversion			
Data Conversion Planning Workshop	03/06/13	03/08/13	Complete

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Milestones & Key Events	Start Date	End Date	Comments
Data Mapping	03/11/13	06/05/13	Complete
Custom Development			
Infinite Campus Custom Development Overview	03/11/13	03/11/13	Complete
Project Management			
Phase Kickoff	01/07/13	01/07/13	Complete
Steering Committee Synchronization Retreat	04/29/13	04/30/13	Completed
Tollgate: Project Initiation and Planning	05/31/13	05/31/13	Not Started
Development			
Requirements Workshop (Multi-year Academic Planning)	03/12/13	03/12/13	Complete
Behavior Requirements Workshop for Behavior	03/18/13	03/18/13	Complete
Requirements Workshop (Blended/On-line Distance Ed, Enrollment Exception Tracking)	04/01/13	04/01/13	Complete
Requirements Workshop (Audit Trails)	05/03/13	05/03/13	Complete
Requirements Workshop (Behavior state reports)	05/09/13	05/09/13	Complete
Requirements Workshop w/Washoe (Behavior state reports)	05/16/13	05/16/13	Complete

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Implementation Rollout Plan

The CCSD implementation project will begin to rollout in the Implementation Phase of the project which begins June 3, 2013 and will end July 30, 2014. The dates in the rollout plan are subject to change as the project progresses. The rollout plan has built in flexibility to allow for impromptu changes that naturally occur in any project. If a major change is warranted, the Project Steering Committee will employ the change management process defined in the **Project Scope Change Management Plan**.

Track A Go Live: January 13, 2014

Track B Go Live: July 17, 2014

Tasks and Events	Projected Start	Projected End	Comments
Implementation & Administrative Activities/Tasks (important dates to remember)			
Kick off	06/03/13	06/03/13	
Mid-Implementation Executive Status Review 1	TBD	TBD	
Mid-Implementation Executive Status Review 2	TBD	TBD	
Mid-Implementation Executive Status Review 3	TBD	TBD	
14-15 Student Scheduling			
Schools pull courses from District course catalog	02/03/14	05/16/14	Continues throughout the scheduling process as needed.
CCSD 2014-2015 Enrollment Roll Forward	03/24/14	03/28/14	
ParentLink Requests			
Extract course data from Infinite Campus to be loaded into ParentLink – Extract 1	02/11/14	02/11/14	14-15 courses with new course numbers
Extract course data from Infinite Campus to be loaded into ParentLink – Extract 2	02/28/14	02/28/14	
Extract students from SASI to ParentLink	02/11/14	05/12/14	13-14 and 14-15 enrollments
Schools create course requests in Parent Link	02/12/14	05/12/14	
ParentLink course request snapshot 1	03/31/14	03/31/14	
ParentLink course request snapshot 2	04/14/14	04/14/14	

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Tasks and Events	Projected Start	Projected End	Comments
ParentLink course request snapshot 3	04/28/14	04/28/14	
ParentLink course request snapshot 4	05/12/14	05/12/14	
Infinite Campus Requests			
Schools create course requests in Infinite Campus	03/31/14	05/16/14	Continues throughout the scheduling process as needed.
All schools scheduling in Infinite Campus	03/31/14	06/27/14	Schools will be able to resume scheduling after August 4, 2014.
Data Conversion			
Track A	**06/10/13**	**05/31/14**	
Trial Conversion A-1	06/10/13	06/17/13	
Trial database available	06/17/13	06/17/13	
Data Review	06/18/13	06/26/13	
Trial Conversion A-2	09/03/13	09/09/13	
Trial database available	09/09/13	09/09/13	
Data Review	09/10/13	09/20/13	
Track A Live Conversion	**01/06/14**	**01/13/14**	
Production, Sandbox and Staging available	01/13/14	01/13/14	
Data Review	01/14/14	01/30/14	
Track A Live URL available for scheduling	01/31/14	01/31/14	
Data Synchronization	10/01/13	08/31/14	Synchronization testing will begin after trial A-2 is released. Actual nightly update begins after Track A is live. Includes student and staff data.
Develop layouts and scripts for data synchronization	10/01/13	10/30/13	
Start data synchronization	01/31/14	08/31/14	Synchronization will starts after Track A goes live and ends when Track C is converted
Readiness Review 1	12/20/13	12/20/13	
Track B	**09/19/13**	**08/31/14**	
Trial Conversion B-1	09/19/13	09/30/13	
Trial database available	09/30/13	09/30/13	
Data Review	10/01/13	10/11/13	
Trial Conversion B-2	02/18/14	02/24/14	

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Tasks and Events	Projected Start	Projected End	Comments
Trial database available	02/24/14	02/24/14	
Data Review	02/25/14	03/07/14	
Trial Conversion B-3	06/02/14	06/09/14	
Trial database available	06/09/14	06/09/14	
Data Review	06/10/14	06/20/14	
Readiness Review 2	07/07/14	07/07/14	
Track B Live Conversion	07/09/14	07/17/14	
Production, sandbox, staging available	07/17/14	07/17/14	
Data Review	07/18/14	08/01/14	
Production URL made available to users	08/04/14	08/04/14	
Track C (summer schools, year-round schools)	08/04/14	08/31/14	
Track C Conversion	08/04/14	08/31/14	This will be defined at a later date when this conversion effort will actually take place.
Staff Development & Training			
CCSD Training & Support Staff Training			
Boot Camp Training Session 1	07/22/13	07/24/13	This training is designed to prepare CCSD EBT and Help Desk staff to deliver Infinite Campus specific content. Infinite Campus lead session.
Boot Camp Training Session 2	07/29/13	07/31/13	CCSD & Infinite Campus lead session.
Training Curriculum & Tools			
Training site setup and prep	08/01/13	09/30/13	
CCSD specific curriculum development	08/01/13	Ongoing	
District Level Training			
District level system administration training			
User Security Workshop/Training Session 1	06/27/13	06/28/13	EC, SIS Team, Help Desk, User Support Services
User Security Workshop/Training Session 2	07/02/13	07/03/13	EC, SIS Team, Help Desk, User Support Services
User Security Workshop/Training Session 3	09/24/13	09/24/13	EC, EBT, SIS Team, Help Desk, User Support Services

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Tasks and Events	Projected Start	Projected End	Comments
Census (Staff entry – license staff entered by HR)	05/2014	08/2014	1 Session with refresher training in August (EC, EBT, SIS Team, Help Desk, User Support Services)
District and School Setup	09/23/13	09/23/13	Morning (EC, EBT, SIS Team, Help Desk, User Support Services)
Calendar creation, setup and editing	09/23/13	09/23/13	Morning (EC, EBT, SIS Team, Help Desk, User Support Services)
Grading setup	09/23/13	09/23/13	Afternoon (EC, EBT, SIS Team, Help Desk, User Support Services)
District Course Catalog Management	09/23/13	09/23/13	Afternoon (EC, EBT, SIS Team, Help Desk, User Support Services)
Custom Tabs & Elements	09/25/13	09/25/13	Morning (EC, EBT, SIS Team, Help Desk, User Support Services)
Address management	09/25/13	09/25/13	Morning (EC, EBT, SIS Team, Help Desk, User Support Services)
Assessment Data Import	09/25/13	09/25/13	Morning (EC, EBT, SIS Team, Help Desk, User Support Services)
District Level Office Staff (read only, reports, etc.)	09/25/13	09/25/13	Afternoon (EC, EBT, SIS Team, Help Desk, User Support Services)
Ad Hoc Query Creation & Management	09/25/13	09/25/13	Afternoon (EC, EBT, SIS Team, Help Desk, User Support Services)
Master Scheduling Training (EC, CPD, EBT, Help Desk)	10/14/13	10/17/13	This training is to prepare CCSD staff that will help support school staff with scheduling activities
Scheduling Training (scheduling training will be conducted in live Track A CCSD database)			
Secondary Scheduling Prep Training	02/03/14	03/28/14	Course setup and request management, periods, etc. Multiple sessions every week and open labs.
Secondary Scheduling Wizard Training	03/31/14	06/27/14	Multiple sessions every week and open labs.
Walk-in Scheduling Training	03/31/14	06/27/14	On-line training and open labs
Elementary Scheduling with Tracks	03/31/14	06/27/14	Multiple sessions every week and open labs.
Elementary Scheduling without Tracks	03/31/14	06/27/14	Multiple sessions every week and open labs.
Elementary Non-Scheduling Wizard Training with Tracks	03/31/14	06/27/14	Multiple sessions every week and open labs.

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Tasks and Events	Projected Start	Projected End	Comments
Elementary & Alternative Non-Scheduling Wizard Training without Tracks	03/31/14	06/27/14	Multiple sessions every week and open labs.
End User Training (Instruction, Attendance, Behavior, Ad Hoc, User Communication, etc.)			
Teacher Coach Training	03/10/14	05/09/14	Additional sessions and refreshers will be offered in August 2014 for new and returning coaches.
Building/Ad Hoc Coach Training	04/10/14	05/09/14	Additional sessions and refreshers will be offered in August 2014 for new and returning coaches.
Instruction Module (Teacher Training)	05/19/14	05/19/14	
Census (Student entry with Household Creation & Management)	02/03/14	Ongoing	Must pass at 80% on an online quiz prior to gaining access to Infinite Campus. Multiple sessions every week and open labs.
Counseling Module and Academic Planning Training	02/03/14	Ongoing	Initial online training followed by refresher and open labs
Attendance Training	02/03/14	Ongoing	Initial online training followed by refresher and open labs
Behavior Incident Management Training	02/03/14	Ongoing	Initial online training followed by refresher and open labs
Health Module Training (Immunizations and Conditions Only)	02/03/14	Ongoing	Initial online training followed by refresher and open labs
User Communication	02/03/14	Ongoing	Initial online training followed by refresher and open labs
Ad Hoc Query Reporting	02/03/14	Ongoing	Initial online training followed by refresher and open labs
District Level Office Staff (read only, reports, etc.)	02/03/14	Ongoing	Initial online training followed by refresher and open labs
Lockers	08/04/14	Ongoing	Initial online training followed by refresher and open labs
Portal Setup & Management	09/15/14	Ongoing	Initial online training followed by refresher and open labs
Help Desk & Support			
Infinite Campus Case Management Training	TBD	TBD	This session is to work with CCSD staff that will be entering support cases
Go Live Support	TBD	TBD	
Administrative Workshops			

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Tasks and Events	Projected Start	Projected End	Comments
User Security Workshop 1	06/27/13	07/01/13	Remaining user security workshops will be scheduled at a later date in conjunction with each trial conversion
User Security Group Mapping	07/02/13	07/03/13	
User Group Creation & Management	07/08/13	07/01/14	User groups will be copied forward in each trial to allow CCSD to continue the build/modify groups as needed
Infrastructure/Hosting			
Production infrastructure setup and test	10/01/13	01/05/14	
CCSD internal network evaluation	11/01/13	11/30/14	
Sandbox Refresh	03/31/14	03/31/14	This refresh is after the 14-15 roll forward
Sandbox Refresh	05/23/14	05/23/14	This snapshot will contain any data that is in the production database including all data for schedules and course requests. The purpose of this snapshot is to allow teachers to practice using the Instruction Module.
Custom Development (all custom development activities will be performed by the CCSD technical staff)			
TBD			
Development (Core & Localization)			
Requirements workshops	03/01/13	Continuous	
Development external testing for gap solutions	03/01/13	Continuous	An external testing database will be provided by Infinite Campus development
Gap Solutions Available (-6 month gap items)	TBD	TBD	
Gap Solutions Available (-3 month gap items)	TBD	TBD	
Organizational Change Management and Communications			
Activity	Purpose		When
Instruction Unit Planning and Monitoring (IUPM) Meeting Location: Administration 466 Time: 1:00 p.m.	(1) Core PP&P (2) Prof. Dev. Strategies		June 25, 2013
High School Registrar Meeting Location: CPD Room 143 Time: 7:30am – 10:30am	(1) Core PP&P (2) Prof. Dev. Strategies		August 1, 2013

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Organizational Change Management and Communications		
Activity	**Purpose**	**When**
Middle School Registrar Meeting Location: CPD Room 143 Time: 11:00am – 1:00pm	(1) Core PP&P (2) Prof. Dev. Strategies	August 1, 2013
High School Curriculum Meeting Location: Veteran's Tribute CTA, Banquet Room Time: 7:30am – 10:30am	(1) Core PP&P (2) Prof. Dev. Strategies	August 2, 2013
Middle School Curriculum Meeting Location: Veteran's Tribute CTA, Banquet Room Time: 11:30am – 1:30pm	(1) Core PP&P (2) Prof. Dev. Strategies	August 2, 2013
Academic Manager Meeting Location: TBD Time: TBD	(1) Core PP&P (2) Prof. Dev. Strategies (3) CCSD PD Days, 11/4/2013; 5/19/2014; 8/22/2014 (4) Performance Test	August 6, 2013
Principal Information Meeting 1 Location: Durango High School, Room 404 Time: 7:30am – 9:30am	(1) Status Update (2) Core PP&P (3) Prof. Dev. Strategies	August 8, 2013
Principal Information Meeting 2 Location: Silverado High School, Room 404 Time: 10:30am – 12:30pm	(1) Status Update (2) Core PP&P (3) Prof. Dev. Strategies	August 8, 2013
Principal Information Meeting 3 Location: Legacy High School, Room 513 Time: 7:30am – 9:30am	(1) Status Update (2) Core PP&P (3) Prof. Dev. Strategies	August 9, 2013
Principal Information Meeting 4 Location: Arbor View High School, Room 513 Time: 10:30am – 12:30pm	(1) Status Update (2) Core PP&P (3) Prof. Dev. Strategies	August 9, 2013
High School/ESD Counseling Department Coordinator Meeting Location: Assistance League of Las Vegas, 6446 W. Charleston Time: 7:30am – 10:30am	(1) Core PP&P (2) Prof. Dev. Strategies	August 12, 2013
Middle School/ESD Counseling Department Coordinator Meeting Location: Assistance League of Las Vegas, 6446 W. Charleston Time: 8:00am – 11:00am	(1) Core PP&P (2) Prof. Dev. Strategies	August 13, 2013

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Organizational Change Management and Communications		
Activity	**Purpose**	**When**
High School Curriculum Administrator / ESD / Counselor DC Meeting & Post-Secondary Data Review Meeting Location: NWCTA Banquet Room Time: 7:30am – 10:30am	(1) Status Update	December 5, 2013
Middle School Curriculum Administrator / ESD / Counselor DC Meeting & Post-Secondary Data Review Meeting Location: NWCTA Banquet Room Time: 12:30pm – 2:30pm	(1) Status Update	December 5, 2013
High School/ESD Counseling Department Coordinator Meeting Location: CPD Room 143 Time: 7:30am – 10:30am	(1) Status Update	February 11, 2014
Elementary School Clerk Meeting Location: TBD Time: 9:00am – 12:00pm	(1) Status Update	February 19, 2014
High School Registrar Meeting Location: CPD Room 143 Time: 7:30am – 9:30am	(1) Status Update	March 4, 2014
Middle School Registrar Meeting Location: CPD Room 143 Time: 12:30pm – 2:30pm	(1) Status Update	March 4, 2014
High School Registrar Meeting Location: CPD Room 118 Time: 7:30am – 9:30am	(1) Status Update	May 8, 2014
Middle School Registrar Meeting Location: CPD Room 118 Time: 12:30pm – 2:30pm	(1) Status Update	May 8, 2014
Middle School Counseling Department Coordinator Meeting Location: CPD Room 143 Time: 8:00am – 11:00am		May 13, 2014
High School Counseling Department Coordinator Meeting Location: CPD Room 143 Time: 7:30am – 10:30am		May 21, 2014

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Organizational Change Management and Communications		
Activity	**Purpose**	**When**
Instruction Unit Planning and Monitoring (IUPM) Meetings		Monthly as needed
Academic Manager Meetings		Monthly as needed
Principal Meetings		Monthly as needed
Curriculum and Professional Development Division (CPDD) Instructional Technology Meetings		Monthly as needed
Curriculum and Professional Development Division (CPDD) K-5 Performance Zone Instructional Coach Project Facilitator Meetings	(1) Status Update	Monthly as needed
Curriculum and Professional Development Division (CPDD) Content Area Department Coordinator Meetings	(1) Status Update	Monthly as needed
Parent Meetings – Board of School Trustees, Instruction Unit	(1) Status Update	Monthly as needed
Student Meetings – Board of School Trustees Student Advisory Meetings	(1) Status Update	Monthly as needed

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Future Scope

Below are future technical implementation items that will be rolled into future phases following the initial implementation of the core SIS. CCSD will determine best course of action to implement each of these tools and/or applications.

Online Registration (OLR)

OLR is a tool created by the Infinite Campus Custom Development team. It is one of the tools Infinite Campus offers in our Premium Products lineup.

CCSD is considering implementing OLR in a phase 2 implementation that would kick-off around the spring of 2015. Once CCSD purchases OLR, they will work with the Infinite Campus Custom Development team to customize to tool to meet CCSD specified needs.

- Phase 2.0 - OLR will be available to current families for annual update of student information.
  - Beginning in August of 2015, parents will be able to request household information be changed through the Campus Parent Portal. Requests for telephone and cell numbers and e-mail updates will be updated from the portal without school personnel having to enter it. Address changes can be requested but must be approved by school personnel before entry into Campus.
- Phase 2.5 - (January 2016), OLR will be available to families for new-to-the-district registrations.

Special Education Module (IEP Management)

Infinite Campus offers an integrated solution for the management of IEPs for special education students. CCSD currently uses Encore to manage IEPs for student receiving Special Education services. The Executive Committee will work with business process owners for best practices for their constituents and will determine the possibility of using Infinite Campus to manage IEPs.

HealthMaster

CCSD will use the Health Module in Infinite Campus to only track immunizations and conditions for students beginning the 2014-2015 school year. All other health data such as medications, nurse office visits, etc., will be managed in the current HealthMaster system.

Looking ahead, the Executive Committee will work with business process owners for best practices for their constituentsand will investigate the possibility of migrating health data management into Infinite Campus.

INFORM

INFORM is a tool currently used by CCSD for student achievement tracking and RTI. This information exists in various locations. The Executive Committee will continue discussion with business owners to determine the possibility of migrating from INFORM to Infinite Campus for tracking student progress.

Auto Dialer

ParentLink will continue to be the primary tool used by CCSD to make phone calls to parents.

Personal Learning Plan (PLP)

PLP is a module that is integrated and available in the Infinite Campus SIS. It can be used for creating personalized learning tracks (plans) for non-special education students, 504, RTI and more. CCSD will define what this tool will be used for in the District. It is targeted to be implemented beginning the 2015-2016 school year.

Fees and Fines

Fee management is currently managed using the application BlueBear. The Executive Committee will work with business process owners for best practices for their constituents to ascertain the best way to manage financial data for student fees.

Online Payments

Campus Online Payments is a premium product offering that allows students and parents to access fees and food service balances and more. It also allows students and parents to pay balances via the Portal eliminating cash handling for districts.

CCSD will consider implementing this tool after the initial Infinite Campus core product implementation.

Summer School

Summer school managed in Infinite Campus beginning the summer of 2015.

Adult Education

The District has data for adult education students, but it has not historically been housed in the SIS used for K12 students. The district is interested in adding that data to Campus, but will wait until after the Infinite Campus core product implementation is complete.

Docufide

Campus eTranscript is a solution offered in partnership with Parchment, Inc. This offering allows districts to save time, paper costs, postage, etc., that comes with the management of student transcripts.

The Executive Committee will consider implementing eTranscripts after the Infinite Campus core implementation.

Tollgate Acceptance

It is agreed that this Tollgate report accurately represents the completed work for this phase of the implementation project. The Project Initiation and Planning Phase is complete and to the satisfaction of the CCSD Executive Sponsors, the Infinite Campus Executive Sponsor and the Project Steering Committee.

While it is expected that additional tasks and/or challenges will be uncovered throughout the project, any new major tasks and/or issues that have the potential to change the scope of the project will need substantial justification to be considered in scope for the go-live timeframe. These will be handled through the agreed upon change management process and must be approved by CCSD and Infinite Campus Executive Sponsors.

Reviewed and Accepted

Project Steering Committee Signature/Date

_____
Dr. Greg Halopoff, Director, Central Student, HR and Payroll Information Services

_____
Kim Boyle, Instructional Business Process Expert

_____
Wes Lockhart, Coordinator, Employee Business Training

_____
Kelvin Beck, Infinite Campus Project Manager

_____
Ruth Joseph, Instructional Business Process Expert

_____
Faustine Czerniawski, SIS Project Manager

_____
Susan Mirc, Information Systems Help Desk Manager

Tollgate Approval

It is agreed that this Tollgate report accurately represents the completed work for this phase of the implementation project. The Project Initiation and Planning Phase is complete and to the satisfaction of the CCSD Executive Sponsors, the Infinite Campus Executive Sponsor and the Project Steering Committee.

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Project Executive Sponsors

X _____

Jhone Ebert
CCSD Chief Technology Officer

Date Signed: _____

X _____

Jeff Weiler
CCSD Chief Financial Officer

Date Signed: _____

X _____

David Van Meter
Infinite Campus Chief Knowledge Officer

Date Signed: _____

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