Pembroke Pines SIS Implementation

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
	☐	⊟ Pembroke Pines	389d	08/05/20	01/31/22			
●	☐	⊟ Initiating	63d	08/05/20	10/30/20			
●	☐	Contract Date	1d	08/05/20	08/05/20			
●	☐	Contract Completed	1d	08/05/20	08/05/20			
●	☐	Project Team assignment & controls	2d	09/28/20	09/29/20			
●	☐	Identify Project Team	2d	09/28/20	09/29/20			
●	☐	Establish Project Issue Tracking System & Procedures	2d	09/28/20	09/29/20			
●	☐	Establish Correspondence Control System & Procedures	2d	09/28/20	09/29/20			
●	☐	Establish Change Control System & Procedures	2d	09/28/20	09/29/20			
●	☐	⊟ Project Kick-Off	25d	09/28/20	10/30/20			
●	☐	Project Kick-Off Meeting	2d	09/28/20	09/29/20			
●	☐	Project Kick-Off Meeting with BPO's	2d	09/28/20	09/29/20			
●	☐	Preliminary Project Plan Accepted	1d	10/30/20	10/30/20			
●	☐	Server Determination, Setup and Configuration	1d	10/30/20	10/30/20			
●	☐	⊟ Planning	114d	10/05/20	03/11/21			
●	☐	⊟ Access, Roles, Security	30d	01/29/21	03/11/21			
●	☐	⊟ All persons assigned to a role(s)	30d	01/29/21	03/11/21			
●	☐	Roles and permissions are defined	30d	01/29/21	03/11/21			
●	☐	Roles are created with security rights assigned	30d	01/29/21	03/11/21			
●	☐	Accounts are linked to active directory	30d	01/29/21	03/11/21			
●	☐	⊟ Process Gathering	17d	10/05/20	10/27/20			
●	☐	Post Kickoff Meeting with district to review BPO Questionnaire, Stakeholder Analysis, and Specialty Group Meeting expectations	1d	10/05/20	10/05/20			
●	☐	⊟ Business Process Owners (BPO)	12d	10/06/20	10/21/20			
●	☐	Review BPO Questionnaire with District	1d	10/06/20	10/06/20			
●	☐	BPO Questionnaire sent to Stakeholders	1d	10/07/20	10/07/20			
●	☐	BPO Questionnaire Due	1d	10/16/20	10/16/20			
●	☐	Focus Project Team reviews BPO Questionnaire	3d	10/19/20	10/21/20			
●	☐	⊟ Scheduling Specialty Groups	4d	10/22/20	10/27/20			
●	☐	High School Scheduling	4d	10/22/20	10/27/20			
●	☐	Middle School Scheduling	4d	10/22/20	10/27/20			
●	☐	Special Scheduling (ESE ELL HSHB)	4d	10/22/20	10/27/20			
●	☐	Co-enrolled Scheduling	4d	10/22/20	10/27/20			
●	☐	Elementary Scheduling	4d	10/22/20	10/27/20			
●	☐	⊟ Specialty Groups Meetings (groups redefined by District)	4d	10/22/20	10/27/20			
●	☐	Attendance Process	4d	10/22/20	10/27/20			
●	☐	Teacher Portal	4d	10/22/20	10/27/20			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	Grade Posting, GPA & Classrank, Transcripts and Report Cards	4d	10/22/20	10/27/20			
●	☐	Special Education	4d	10/22/20	10/27/20			
●	☐	Discipline	4d	10/22/20	10/27/20			
●	☐	Enrollment/School Choice	4d	10/22/20	10/27/20			
●	☐	Reports	4d	10/22/20	10/27/20			
●	☐	Federal Programs	4d	10/22/20	10/27/20			
●	☐	ELL	4d	10/22/20	10/27/20			
●	☐	Assessment	4d	10/22/20	10/27/20			
●	☐	Nurses and Health	4d	10/22/20	10/27/20			
●	☐	Alternative Education	4d	10/22/20	10/27/20			
●	☐	Special Programs Coordinators ** may not be needed	4d	10/22/20	10/27/20			
●	☐	State Reporting	4d	10/22/20	10/27/20			
●	☐	Integrations	4d	10/22/20	10/27/20			
●	☐	⊟ Gap Analysis	29d	10/27/20	12/04/20			
●	☐	⊟ Initial gap analysis and Process Gathering according to the RFP	16d	10/27/20	11/17/20			
●	☐	Gap Analysis on Student fields	16d	10/27/20	11/17/20			
●	☐	Gap Analysis on Report fields	16d	10/27/20	11/17/20			
●	☐	Gap Analysis on Alerts	16d	10/27/20	11/17/20			
●	☐	Gap Analysis on Forms	16d	10/27/20	11/17/20			
●	☐	⊟ Change Request Definition and Development	10d	11/18/20	12/01/20			
●	☐	Spec/change request document created from Specialty Group Meetings	10d	11/18/20	12/01/20			
●	☐	Spec/change request document approved from Specialty Group Meetings	8d	11/18/20	11/27/20			
●	☐	Gap Analysis Report Complete	1d	12/01/20	12/01/20			
●	☐	Acceptance of the Gap report	1d	12/04/20	12/04/20			
●	☐	⊟ Executing/Monitoring & Controlling	221d	09/29/20	08/03/21			
●	☐	⊟ Data Migration	185d	09/29/20	06/14/21			
●	☐	⊟ Data Migration Initial Files	**185d**	**09/29/20**	**06/14/21**			
●	☐	Focus send data layouts to District	1d	09/29/20	09/29/20			
●	☐	Initial Data Migration Call	1d	09/29/20	09/29/20			
●	☐	⊟ Schools	10d	10/07/20	10/20/20			
●	☐	District prepares import files	10d	10/07/20	10/20/20			
●	☐	File received from District	10d	10/07/20	10/20/20			
●	☐	File Imported by Focus	10d	10/07/20	10/20/20			
●	☐	Data Validated	10d	10/07/20	10/20/20			
●	☐	⊟ Staff	10d	10/07/20	10/20/20			
●	☐	District prepares import files	10d	10/07/20	10/20/20			
●	☐	File received from District	10d	10/07/20	10/20/20			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
⬤	☐	File Imported by Focus	10d	10/07/20	10/20/20			
⬤	☐	Data Validated	10d	10/07/20	10/20/20			
⬤	☐	⊟ Course Catalog	10d	10/21/20	11/03/20			
⬤	☐	District prepares import files	10d	10/21/20	11/03/20			
⬤	☐	File received from District	10d	10/21/20	11/03/20			
⬤	☐	File Imported by Focus	10d	10/21/20	11/03/20			
⬤	☐	Data Validated	10d	10/21/20	11/03/20			
⬤	☐	⊟ Master Schedule	10d	11/03/20	11/16/20			
⬤	☐	District prepares import files	10d	11/03/20	11/16/20			
⬤	☐	File received from District	10d	11/03/20	11/16/20			
⬤	☐	Courses	10d	11/03/20	11/16/20			
⬤	☐	Subjects	10d	11/03/20	11/16/20			
⬤	☐	Sections	10d	11/03/20	11/16/20			
⬤	☐	Resources	10d	11/03/20	11/16/20			
⬤	☐	File Imported by Focus	10d	11/03/20	11/16/20			
⬤	☐	Data Validated	10d	11/03/20	11/16/20			
⬤	☐	⊟ Students	10d	11/16/20	11/27/20			
⬤	☐	District prepares import files	10d	11/16/20	11/27/20			
⬤	☐	File received from District	10d	11/16/20	11/27/20			
⬤	☐	File Imported by Focus	10d	11/16/20	11/27/20			
⬤	☐	Data Validated	10d	11/16/20	11/27/20			
⬤	☐	⊟ Student Enrollment	10d	11/16/20	11/27/20			
⬤	☐	District prepares import files	10d	11/16/20	11/27/20			
⬤	☐	File received from District	10d	11/16/20	11/27/20			
⬤	☐	File Imported by Focus	10d	11/16/20	11/27/20			
⬤	☐	Data Validated	10d	11/16/20	11/27/20			
⬤	☐	⊟ Student Schedule	10d	11/30/20	12/11/20			
⬤	☐	District prepares import files	10d	11/30/20	12/11/20			
⬤	☐	File received from District	10d	11/30/20	12/11/20			
⬤	☐	File Imported by Focus	10d	11/30/20	12/11/20			
⬤	☐	Data Validated	10d	11/30/20	12/11/20			
⬤	☐	⊟ Users	21d	12/11/20	01/08/21			
⬤	☐	District prepares import files	21d	12/11/20	01/08/21			
⬤	☐	File received from District	21d	12/11/20	01/08/21			
⬤	☐	File Imported by Focus	21d	12/11/20	01/08/21			
⬤	☐	Data Validated	21d	12/11/20	01/08/21			
⬤	☐	SSO call and setup	21d	12/11/20	01/08/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	− Data Migration Additional Files	96d	01/08/21	05/21/21			
●	☐	− Course History	16d	01/08/21	01/29/21			
●	☐	Files Received from District for Course History	16d	01/08/21	01/29/21			
●	☐	Course History is imported into Focus	16d	01/08/21	01/29/21			
●	☐	Course History is validated in Focus	16d	01/08/21	01/29/21			
●	☐	Transcript Review	16d	01/08/21	01/29/21			
●	☐	Sign-off by District	16d	01/08/21	01/29/21			
●	☐	− Test History	31d	01/08/21	02/19/21			
●	☐	Phase I State Require Test Files Received (FSA, EOC)	16d	01/08/21	01/29/21			
●	☐	Test History Files are received by District	16d	01/08/21	01/29/21			
●	☐	Test History is imported into Focus	16d	01/08/21	01/29/21			
●	☐	Phase II College Readiness Test Files Received (SAT, ACT, PSAT, Standford, PERT)	16d	01/08/21	01/29/21			
●	☐	Phase III Additional Test (local assessments)	16d	01/08/21	01/29/21			
●	☐	Test History is validated by District	16d	01/29/21	02/19/21			
●	☐	− Address Catalog	21d	01/29/21	02/26/21			
●	☐	District prepares import files	21d	01/29/21	02/26/21			
	☐	File received from District	21d	01/29/21	02/26/21			
●	☐	File Imported by Focus	21d	01/29/21	02/26/21			
●	☐	Data Validated	21d	01/29/21	02/26/21			
●	☐	− Addresses	21d	01/29/21	02/26/21			
●	☐	District prepares import files	21d	01/29/21	02/26/21			
	☐	File received from District	21d	01/29/21	02/26/21			
●	☐	File Imported by Focus	21d	01/29/21	02/26/21			
●	☐	Data Validated	21d	01/29/21	02/26/21			
●	☐	− Contacts	21d	01/29/21	02/26/21			
●	☐	District prepares import files	21d	01/29/21	02/26/21			
	☐	File received from District	21d	01/29/21	02/26/21			
●	☐	File Imported by Focus	21d	01/29/21	02/26/21			
●	☐	Data Validated	21d	01/29/21	02/26/21			
●	☐	− ESE file	21d	02/26/21	03/26/21			
●	☐	District prepares import files	21d	02/26/21	03/26/21			
●	☐	File received from District	21d	02/26/21	03/26/21			
	☐	File Imported by Focus	21d	02/26/21	03/26/21			
●	☐	Data Validated	21d	02/26/21	03/26/21			
●	☐	− ESE Exceptionalities	21d	02/26/21	03/26/21			
●	☐	District prepares import files	21d	02/26/21	03/26/21			
●	☐	File received from District	21d	02/26/21	03/26/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
	☐	File Imported by Focus	21d	02/26/21	03/26/21			
●	☐	Data Validated	21d	02/26/21	03/26/21			
●	☐	⊟ 504	21d	02/26/21	03/26/21			
●	☐	District prepares import files	21d	02/26/21	03/26/21			
●	☐	File received from District	21d	02/26/21	03/26/21			
	☐	File Imported by Focus	21d	02/26/21	03/26/21			
●	☐	Data Validated	21d	02/26/21	03/26/21			
●	☐	⊟ ELL	21d	02/26/21	03/26/21			
●	☐	District prepares import files	21d	02/26/21	03/26/21			
	☐	File received from District	21d	02/26/21	03/26/21			
●	☐	File Imported by Focus	21d	02/26/21	03/26/21			
●	☐	Data Validated	21d	02/26/21	03/26/21			
●	☐	⊟ Attendance	21d	03/26/21	04/23/21			
●	☐	District prepares import files	21d	03/26/21	04/23/21			
	☐	File received from District	21d	03/26/21	04/23/21			
●	☐	File Imported by Focus	21d	03/26/21	04/23/21			
●	☐	Data Validated	21d	03/26/21	04/23/21			
●	☐	⊟ Graduation	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Discipline Referrals	21d	03/26/21	04/23/21			
●	☐	District prepares import files	21d	03/26/21	04/23/21			
●	☐	File received from District	21d	03/26/21	04/23/21			
	☐	File Imported by Focus	21d	03/26/21	04/23/21			
●	☐	Data Validated	21d	03/26/21	04/23/21			
●	☐	⊟ Referral Logging data	21d	03/26/21	04/23/21			
●	☐	District prepares import files	21d	03/26/21	04/23/21			
	☐	File received from District	21d	03/26/21	04/23/21			
●	☐	File Imported by Focus	21d	03/26/21	04/23/21			
●	☐	Data Validated	21d	03/26/21	04/23/21			
●	☐	⊟ SESIR Incident data	21d	03/26/21	04/23/21			
●	☐	District prepares import files	21d	03/26/21	04/23/21			
●	☐	File received from District	21d	03/26/21	04/23/21			
	☐	File Imported by Focus	21d	03/26/21	04/23/21			
●	☐	Data Validated	21d	03/26/21	04/23/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	⊟ DOP	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ DOP Program	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Fed State	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Homeless	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Medical	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Immunizations	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Transportation	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Technical Education	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	⊟ Migrant	21d	04/23/21	05/21/21			
●	☐	District prepares import files	21d	04/23/21	05/21/21			
	☐	File received from District	21d	04/23/21	05/21/21			
●	☐	File Imported by Focus	21d	04/23/21	05/21/21			
●	☐	Data Validated	21d	04/23/21	05/21/21			
●	☐	Data Migration Sign-off by District	8d	06/03/21	06/14/21			
●	☐	Initial Data Load Complete and validated	1d	06/14/21	06/14/21			
●	☐	⊟ Gap Development	145d	12/07/20	06/25/21			
●	☐	⊟ Integrations	63d	03/31/21	06/25/21			
●	☐	⊟ Phone dialer	39d	03/31/21	05/24/21			
●	☐	File specifications received from District	39d	03/31/21	05/24/21			
●	☐	File Created by Focus	39d	03/31/21	05/24/21			
●	☐	Export File Validated	39d	03/31/21	05/24/21			
●	☐	Integration Automated	39d	03/31/21	05/24/21			
●	☐	⊟ Food Service	39d	03/31/21	05/24/21			
●	☐	File specifications received from District	39d	03/31/21	05/24/21			
●	☐	File Created by Focus	39d	03/31/21	05/24/21			
●	☐	Export File Validated	39d	03/31/21	05/24/21			
●	☐	Integration Automated	39d	03/31/21	05/24/21			
●	☐	⊟ Media System	39d	03/31/21	05/24/21			
●	☐	File specifications received from District	39d	03/31/21	05/24/21			
●	☐	File Created by Focus	39d	03/31/21	05/24/21			
●	☐	Export File Validated	39d	03/31/21	05/24/21			
●	☐	Integration Automated	39d	03/31/21	05/24/21			
●	☐	⊟ Transportation	39d	03/31/21	05/24/21			
●	☐	File specifications received from District	39d	03/31/21	05/24/21			
●	☐	File Created by Focus	39d	03/31/21	05/24/21			
●	☐	Export File Validated	39d	03/31/21	05/24/21			
●	☐	Integration Automated	39d	03/31/21	05/24/21			
●	☐	Additonal Integrations Identified and Added to the project plan	10d	05/24/21	06/04/21			
●	☐	Integrations Complete	1d	06/25/21	06/25/21			
●	☐	⊟ Design & Build Fields, Alerts, Forms and Reports	80d	12/07/20	03/26/21			
●	☐	Attendance Process	80d	12/07/20	03/26/21			
●	☐	Teacher Portal	80d	12/07/20	03/26/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	Grade Posting, GPA & Classrank, Transcripts and Report Cards	80d	12/07/20	03/26/21			
●	☐	Special Education	80d	12/07/20	03/26/21			
●	☐	Discipline	80d	12/07/20	03/26/21			
●	☐	Enrollment/School Choice	80d	12/07/20	03/26/21			
●	☐	Federal Programs	80d	12/07/20	03/26/21			
●	☐	ELL	80d	12/07/20	03/26/21			
●	☐	Assessment	80d	12/07/20	03/26/21			
●	☐	Nurses and Health	80d	12/07/20	03/26/21			
●	☐	Alternative Education	80d	12/07/20	03/26/21			
●	☐	Special Programs Coordinators	80d	12/07/20	03/26/21			
●	☐	Guidance	80d	12/07/20	03/26/21			
●	☐	Custom Development based on GAP	60d	03/08/21	05/28/21			
●	☐	⊟ User Acceptance Testing	45d	03/29/21	05/28/21			
●	☐	Attendance Process	45d	03/29/21	05/28/21			
●	☐	Teacher Portal	45d	03/29/21	05/28/21			
●	☐	Grade Posting, GPA & Classrank, Transcripts and Report Cards	45d	03/29/21	05/28/21			
●	☐	Special Education	45d	03/29/21	05/28/21			
●	☐	Discipline	45d	03/29/21	05/28/21			
●	☐	Enrollment/School Choice	45d	03/29/21	05/28/21			
●	☐	Federal Programs	45d	03/29/21	05/28/21			
●	☐	ELL	45d	03/29/21	05/28/21			
●	☐	Assessment	45d	03/29/21	05/28/21			
●	☐	Nurses and Health	45d	03/29/21	05/28/21			
●	☐	Alternative Education	45d	03/29/21	05/28/21			
●	☐	Special Programs Coordinators	45d	03/29/21	05/28/21			
●	☐	Attendance Clerks	45d	03/29/21	05/28/21			
●	☐	Completion of Gap Development	45d	03/29/21	05/28/21			
●	☐	⊟ QA and Testing	45d	03/01/21	04/30/21			
●	☐	Focus QA Testing	45d	03/01/21	04/30/21			
●	☐	Regression Testing	45d	03/01/21	04/30/21			
●	☐	Performance Testing	45d	03/01/21	04/30/21			
●	☐	Acceptance of deliverables from gap analysis based on specialty groups (e.g., customizations, reconfigurations, extensions, reports, etc.)	3d	05/28/21	06/01/21			
●	☐	⊟ Rollover	1d	01/21/21	01/21/21			
●	☐	New Year Rollover Non-student data	1d	01/21/21	01/21/21			
●	☐	New Year Rollover Student data	1d	01/21/21	01/21/21			
●	☐	⊟ Training Schedule	139d	01/21/21	08/03/21			
●	☐	⊟ Setup Training	1d	01/21/21	01/21/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	Train district staff to configure Focus (system preferences, calendars, school setup, attendance codes, discipline codes, calendars, marking periods, enrollment codes, grading scales, etc.)	1d	01/21/21	01/21/21			
●	☐	⊟ Focus Level One Certification	3d	04/27/21	04/29/21			
●	☐	On Site Training	3d	04/27/21	04/29/21			
●	☐	⊟ Scheduling Training	116d	02/23/21	08/03/21			
●	☐	⊟ Secondary School Training	79d	02/23/21	06/11/21			
●	☐	Secondary School Core and Introduction to Scheduling	1d	02/23/21	02/23/21			
●	☐	High School Requests Training	1d	02/23/21	02/23/21			
●	☐	Open Labs to Asssist with Requests	1d	03/10/21	03/10/21			
●	☐	High School Scheduling Trainings for Builder/Tweaking	1d	03/11/21	03/11/21			
●	☐	Middle School Scheduling Trainings for Builder/Tweaking	1d	04/20/21	04/20/21			
●	☐	MS and HS Scheduling Teams open lab with loader and reports	1d	04/21/21	04/21/21			
●	☐	Secondary Scheduling Walk-in	1d	06/11/21	06/11/21			
●	☐	⊟ Elementary School Training	38d	06/11/21	08/03/21			
●	☐	Elementary School Core and Introduction to Scheduling	1d	06/11/21	06/11/21			
●	☐	Elementary Package Scheduling Training	1d	06/12/21	06/12/21			
●	☐	Elementary Scheduling Walk-in	1d	07/17/21	07/17/21			
●	☐	Elementary Scheduling Teams Schedules Complete	1d	08/03/21	08/03/21			
●	☐	⊟ Specialty Group Training	66d	04/23/21	07/23/21			
●	☐	School Choice	1d	04/23/21	04/23/21			
●	☐	Enrollment	1d	04/23/21	04/23/21			
●	☐	Attendance Process	2d	06/09/21	06/10/21			
●	☐	Discipline	2d	06/10/21	06/11/21			
●	☐	ELL	4d	07/20/21	07/23/21			
●	☐	ESE & 504	4d	07/20/21	07/23/21			
●	☐	Guidance	4d	07/20/21	07/23/21			
●	☐	Federal Programs	4d	07/20/21	07/23/21			
●	☐	Alternative Education & DJJ	4d	07/20/21	07/23/21			
●	☐	Assessment	4d	07/20/21	07/23/21			
●	☐	Principal/District Overview	4d	07/20/21	07/23/21			
●	☐	Nurses and Health	4d	07/20/21	07/23/21			
●	☐	Help Desk Support	4d	07/20/21	07/23/21			
●	☐	ES Grade Posting, GPA & Classrank, Transcripts and Report Cards (TTT)	4d	07/20/21	07/23/21			
●	☐	Secondary Grade Posting, GPA & Classrank, Transcripts and Report Cards (TTT)	4d	07/20/21	07/23/21			
●	☐	Teacher Portal (TTT)	4d	07/20/21	07/23/21			
●	☐	State Reporting (District)	4d	07/20/21	07/23/21			
●	☐	State Reporting (School Users)	4d	07/20/21	07/23/21			

Status	Complete	Task Name	Duration	Start Date	Estimated End Date	% Complete	Predecessors	Assigned To
●	☐	Integrations	4d	07/20/21	07/23/21			
●	☐	Specialty Group Training Complete	1d	07/23/21	07/23/21			
●	☐	⊟ Go Live	232d	02/25/21	01/14/22			
●	☐	Scheduling Go Live	1d	02/25/21	02/25/21			
●	☐	Next Year Enrollment Go Live	1d	05/04/21	05/04/21			
●	☐	Final Import of 20-21 data	1d	07/28/21	07/28/21			
●	☐	Review of process documentation	5d	07/14/21	07/20/21			
●	☐	Verify new year setup	5d	07/14/21	07/20/21			
●	☐	Follow up/refresher training as needed	5d	07/28/21	08/03/21			
●	☐	Full delivery of SIS	1d	07/16/21	07/16/21			
●	☐	Acceptance of full delivery of SIS product and services	1d	08/03/21	08/03/21			
●	☐	⊟ Complete successful Survey Submissions	49d	08/03/21	10/09/21			
●	☐	Complete Survey 8 submission	1d	08/03/21	08/03/21			
●	☐	Complete Survey 6 submission	1d	08/21/21	08/21/21			
●	☐	Complete Survey 2 submission	1d	10/09/21	10/09/21			
●	☐	Q1 Report Cards distributed	1d	10/23/21	10/23/21			
●	☐	Q2 and S1 Report Cards distributed	1d	01/14/22	01/14/22			
●	☐	⊟ 2021-22 Rollover	2d	12/15/21	12/16/21			
●	☐	New Year Rollover non-student data	2d	12/15/21	12/16/21			
●	☐	New Year Rollover student data	2d	12/15/21	12/16/21			
●	☐	⊟ Closing	2d	01/28/22	01/31/22			
●	☐	Lessons Learned	2d	01/28/22	01/31/22			
●	☐	Close Out Documentation	2d	01/28/22	01/31/22			
	☐	⊟ District Support Schedule						
●	☐	⊟ Project Management Onsite						
●	☐	Preliminary Gap Report meeting						
●	☐	⊟ Project Team Weekly Call Schedule						
●	☐	Discuss open items - see attached agenda or link						
●	☐	⊟ Steering Committee Meetings						
●	☐	Executive Meeting Monthly						
●	☐	⊟ Data Migration						
●	☐	Data Migration Weekly Call Schedule						