DRAFT-SIS Organizational Framework-DRAFT
Project Manager: Matt Barbini

Curriculum	Educational Services	Health	Data Services	Business
Area Expert: Traci Strieter Project Support: Chris Howes Secondary Support: Jessica Trudeau	Area Expert: Matt Crowley Project Support: Chris Howes Secondary Support: Jessica Trudeau	Area Experts: Matt Crowley & Sue Kruckman Project Support: Jessica Trudeau Secondary Support: Chris Howes	Area Expert: Matt Barbini & Chris Howes Project Support: Jessica Trudeau	Area Expert: Suzy Peterson & Linda Davis Project Support: Chris Howes Secondary Support: Jessica Trudeau
Responsibilities: *Assessments; *Grading/Gradebook; *Report Cards; *Scheduling *Course Codes *State Reporting *Other	Responsibilities: *Attendance; *Registration; *Student Discipline; *State Reporting *Other	Responsibilities: *RN Office Log; *Records (e.g. Immunizations, examinations); *State Reporting; *Notifications/alerts; *Other	Responsibilities: *Data Migration and Integration; *State Reporting; *Custom Reporting; *Other	Responsibilities: *Billing; *Meals, lunch counts (including FRL); *State Reporting *Other

Project Manager Role	Project Support Role	Area Expert Role
Provides overall project management in every aspect implementation of a new Student Information System in SEDOL by: *Planning and facilitating bi-monthly implementation meetings with Area Experts and Project Supports (pre and post launch). *Assisting Area Experts and Project Supports resolve implementation issues; *Establishing regular opportunities for area Experts and Project Supports to discuss implementation issues with SIS vendor; *Serving as primary communication conduit with vendor(s). *Compiling procedures from Area Experts into a consolidated resource to support implementation.	Provides support to the implementation of SIS by: *Learning alongside Area Experts to identify ways to best leverage SIS features to meet organizational needs; *Attending and participating in meetings facilitated by Area Experts to plan for and support implementation; *Providing technical assistance to Area Experts and staff pre and post launch; *Facilitating staff development on SIS as needed; *Serving as secondary communication conduit with vendor(s).	Assembles and leads a subcommittee in their identified areas of responsibility for the purposes of: *Making policy and procedural decisions about the use of SIS in their areas of responsibility to meet organizational needs before, during, and after implementation; *Developing written procedures and timelines; *Making decisions about staff development to include facilitating portions of staff development as needed; *Attending and participating in status update meetings facilitated by the Project Manager; *Attending meetings with the SIS vendor, Project Manager, and Project Supports to ask questions and address implementation issues;