



COMOX VALLEY
SCHOOL DISTRICT

MyEducation BC

School District # 71
(Comox Valley)

District
Implementation
Plan

February 6, 2014

WORKING DRAFT

Version History

Version	Date	Description	Reviewed By
v2	Jan. 27, 2015	Revised template for Wave 2 Districts	Eric Maitland and Chris Wilson

Instructions for completing and submitting your District's Plan

This document defines each Wave 2 District's plan for implementing MyEducation BC. It has been revised from the original version that was used for Wave 1 districts to incorporate new information and lessons learned.

This document was originally reviewed by the Implementation Managers Working Group which identified sections that are REQUIRED for all districts. These are clearly indicated.

WORKING DRAFT

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1.0 Purpose of This Document

Add one or two lines here to define the purpose of this document. Sections 2 and 3 remain as they are in all documents.

2.0 Overview

2.1 Executive Summary (Required District input)

In support of personalized learning and a 21st century learning agenda, the Comox Valley School District has chosen to proceed with implementation of the MyEducation BC Student Information System. The planned schedule to legacy the existing BCeSIS out of production and to have all schools utilizing the majority of features in MyEducation BC is to take fourteen months. The plan involves the following key strategies:

Communications

Of paramount importance is communication to each of the stakeholder groups that will be learning the new system. A final communications plan will be approved by Senior Staff in February 2015 and will include a dedicated website accessed at the web address <http://myed.sd71.bc.ca>. The website will allow district staff to be kept up to date on the status of each implementation stage and important alerts as well as providing resources for learning and reference. Moreover, a working group comprised of Senior Staff, Clerical Staff and Teaching Staff will be commissioned to provide critical feedback on the planning and implementation process.

Staged Roll Out

Implementation of MyEducation BC will take place in multiple stages or sprints. The initial go live service level will be to replace the existing BCeSIS services in a direct one-to-one swap. This means that the extra features now available in MyEducation BC will be supported with training over the fourteen month roll out and not at the initial activation of the product in schools. Core functionality and services that allow schools to “open the doors” in September 2015 will be the initial focus of implementation and training. The first stage of implementation will involve all 23 school sites – elementary, secondary, alternate, DL - being prepared to open in September 2015 on MyEducation BC.

Staffing

Any significant change requires adequate support for successful adoption. Taking our learning from the implementation of BCeSIS, we know MyEducation BC will require dedicated leadership and staff if we want implementation to be successful and completed within the proposed fourteen month time frame. The District Principal of Education Technology along with the Manager of Information Technology will steer the implementation project team. The staffing strategy beyond the two previously stated positions is to assign our existing L1 to the implementation project. This team will keep the knowledge and expertise available for the long term at the end of the project.

Training Model

The training model is a train-the-trainer concept where the district trainers will receive their training from the Fujitsu team and then in turn train the field staff in use of MyEducation BC and any resulting business process modifications that arise from implementation. The training model will be one of introductory workshops for field staff followed by on demand side-by-side support in the early phase of implementation. Once schools are fully implemented and user capacity builds, leaders and mentors will naturally arise within the system to provide peer support. There will be release time for workshop sessions and to help facilitate those people who choose to offer mentorship to others as we move to full implementation.

2.2 Sponsorship (Required District input)

The implementation of MyEducation BC is fully endorsed by the Superintendent, Mrs. Sherry Elwood, as well as the Secretary Treasurer, Mr. Russell Horswill and all other Senior Staff members.

2.3 Team Contact Matrix (Required District Input)

The District team is comprised of key members from the District and/or Schools. The following are examples only. Appendix A may be helpful to define District Roles. Please submit the attached Implementation Team Contact Information (SDXX).doc.

District Team	Name / Title	Email	Phone
Executive Sponsor	Sherry Elwood / Superintendent	Sherry.Elwood@sd71.bc.ca	250-334-5500
Executive Sponsor	Russell Horswill / Secretary-Treasurer	Russell.Horswill@sd71.bc.ca	250-334-5500
Project Leads	Rob Moore / District Principal, Education Technology Josh Porter / Manager of IT	Rob.Moore@sd71.bc.ca Josh.Porter@sd71.bc.ca	250-338-1425
L1 Support Lead	Lucianne Aplocins, Help Desk Technical Support Clerk	Lucianne.Aplocins@sd71.bc.ca	250-338-1425
SIS Implementatino Team	Project leads, L1 Support Lead, PVP representatives	Rob.Moore@sd71.bc.ca Josh.Porter@sd71.bc.ca	250-338-1425

2.4 Team Meeting Schedule

Define your District's internal meeting schedule.

Team Meeting Schedule (include advisory committees)		
Meeting Date	Meeting Topic	Invitees
January 8, 2015	Implementation Planning	Project leads & L1 meet with SD79 team in Cowichan
February 4, 2015	Online Implementation Planning Workshop	SIS Implementation team (10 attendees)
February 6, 2015	Draft Implementation Plan	SIS Implementation team

February 16, 2015	Draft Implementation Plan shared with Sr. Leadership	Project Leads & Executive Sponsors
February 18 or 19, 2015	Review & Finalize Implementation plan	Sr. Leadership, Representatives from PVP, CDTA, CUPE
February 20, 2015	Final Implementation Plan Submitted	Project Leads
February 24-26, 2015	Online Bootcamp Sessions	Project Leads & L1 & Clerical? Others?
April 7-9, 2015	Online Train-the-Trainer Sessions	SIS Implementation team + others?
Ongoing	Monthly SIS Implementation Sessions	SIS Implementation Team + others

3.0 Infrastructure Readiness

This section should provide evidence of the infrastructure assessment that has been performed by the district for each school in which you are planning to implement, as well as the District office. Are changes or upgrades required?

Infrastructure Readiness		
School Name	Rating	Notes
All sites	Very Good	NGN implemented at all sites, IT infrastructure (network, wireless, workstations) upgraded at most sites

4.0 Project Timeline (Required District input)

The Wave 2 Project Timeline defines the major phases of the project. Each district will define their own phases in this section, adding rows as required.

Project Timeline	
Project Phase	Dates/Date Range
Implementation Plan Definition & Submission	February 2015
Communications Plan Created	February 2015
Core SIS Team Training	February 2015 – April 2015
Targeted Training (Stakeholder groups)	April 2015 – September 2015
Schools standardize BCeSIS data	April 2015 – July 2015
Data validation	July 2015
Data conversion	July 24 – August 24, 2015

All schools go live	August 24, 2015
Refresher training sessions	August 26 – September 4, 2015
Field support (IT Team & PVP leads) for all users	September 2015
Functional adoption support	Ongoing

4.1 Functional Adoption (Required District input)

Please indicate the anticipated timeframes for the implementation of the following and other modules as identified during the planning process (examples provided).

Functional Adoption		
Area	Anticipated Go-Live	Notes
Registration/Demographics	August 24, 2015	
Attendance	September 2015	
Gradebook	September 2015	
Scheduling	September 2015	
Assessments for Learning	October 2015	
Reporting (School & District)	September 2015	1701, SADE, etc.
Student Portal	November 2015 – January 2016	
Family Portal	November 2015 – January 2016	
SPED	September 2015	
Other (DL)	September 2015	We anticipate continuous entry will be supported from the start.

BCeSIS direct replacement functionality for initial go live stage at schools includes:

- Attendance
- Archiving and Backup
- Course Management
- Data Analytics (Quick Charts)
- Demographics
- Enrolment and cross enrolment
- Grade Management (Transcripts, GPA, etc.)
- Fees tracking
- Incident Tracking
- Ministry Reporting (1701, TRAX, SADE, Class Size)
- Report Cards
- Reports and reporting (Queries, Filters, and Quick Reports and Print)
- Student Scheduling (Course Selection and Walk-in Scheduling)
- School Scheduling (Master Timetable build)
- System Administration (District and School Setup, etc.)
- Teacher Gradebook

4.2 Roll-Out Strategy (Required District input)

Define the schedule for school conversions using the **SDXX MyEducation BC Formal Conversion Spreadsheet_Wave2** (see attached).

Roll Out Strategy			
School Name	School Type	Conversion Date	Go Live Date
All Schools	All	August 2015	August 24, 2015

4.3 Security Management Plan

Districts will use this section to provide information on their plan for security management, referencing the Security Management resource (see **MyEducation BC Security Management v3.1** attached).

- User account management will be handled by the L1 Support Desk and IT Staff.
- User accounts for all staff will be created as soon as access is available to the various environments (SDTRAIN/SDTEST/Production)
- Password changes will be handled via the self-service function or the L1 Support Desk if required.
- User accounts for new staff will be created upon their hiring and ready for use during training.
- User accounts will be deactivated upon departure from the district.

See **Appendix A**

4.4 Training & Task Schedule (Required District input)

Please indicate in the grid below any pre-determined dates for training and the estimated number of attendees. The Project Manager will work with the district to determine the final training schedule.

See **Appendix B**

5.0 Resource and End User Strategy

Discuss the support model for your District with a clear strategy for short and long term sustainability.

Define the roles required for the various phases identified in section 4.0 and include ideas for succession planning. Also define here the strategy for implementation and ongoing End User support. Implementation is just the start of the journey.

- Budgetary considerations
- Stakeholders for various phases identified

- Connected to functionality
- Important to keep SIS team intact to whatever degree is required based on rollout strategy
- Succession planning
- The training plan includes a structure for ongoing support.

Project Timeline		
Project Phase	Pre-Conversion	Post-Conversion
Implementation Plan Definition & Submission	SIS Implementation Team	-
Communications Plan Created	SIS Implementation Team	ITC Team
Core SIS Team Training	SIS Implementation Team	ITC Team & Trainers
Targeted Training (Stakeholder groups)	Trainers	Trainers
Schools standardize BCeSIS data	Clerical	N/A
Data validation	SIS Implementation Team	N/A
Data conversion	ITC Team	N/A
All schools go live	All	N/A
Refresher training sessions	SIS Implementation Team	ITC Team & Trainers
Field support (IT Team & PVP leads) for all users	IT & PVP Leads	ITC Team & Trainers
Functional adoption support	All	ITC Team

6.0 Conversion Plan (Required District input)

Conversion Validation will occur in advance of Production data conversion. In this section, Districts will document the process they will use to validate and verify the accuracy and completeness of the data converted (including the makeup of the Validation Team).

The Data Validation Tasks checklist (**MyEducation BC Data Validation Tasks v3** attached) will be used by Districts to complete the actual tasks involved in the process of validation and verification.

Upon completion of this task, Districts will deliver the final version of the Formal Conversion spreadsheet confirming the schools that will go live.

All SD71 schools will complete reviews of their existing BCeSIS records under the guidance of their site PVPs and the SIS Implementation Team. This review will include looking at demographics accuracy, alerts, and use of specific fields for storing non-standard data. Non-standard data does not map correctly in the conversion process, so schools need to ensure that they have the data backed up if it is critical to retain. This data validation will take place beginning in April 2015 and continue through June, followed by a review of the first test conversion from BCeSIS to be completed by Fujitsu in August 2015.

6.1 Pre and Post Conversion Setup and Post Conversion Data Tasks

The following resources will be used to perform pre and post conversion setup and configuration as well as the post conversion data tasks that have been defined to date. Districts need to have resources identified and available to complete this work in the defined timeline.

- *MyEducation BC Production District_School Configuration Checklist v6*
- *MyEducation BC Post Conversion Data Tasks v1*

Beginning in April 2015, schools will work on standardizing the data currently stored in BCeSIS.

Pre-conversion data validation tasks will be performed by the SIS implementation team.

Upon return in August, schools will review and validate the converted data for accuracy in conjunction with the data validation team.

7.0 Business Process Change Analysis

Some business processes may change as a result of your adoption of MyEducation BC, e.g. Ministry Reporting, communication with parents, attendance and mark reporting.

Business Process Analysis		
Current Business Process	Anticipated Change	Business Driver
Attendance by AA / Teacher	Teachers will handle attendance	Consistency across the district / utilized for parent communication
Reportwriter retired (elementary)	MyEducationBC utilization with My Site	Required
Secondary Gradebook 2/3 on BCeSIS & 1/3 on other	100% MyEducationBC	Required
IEP – not currently in BCeSIS	100% MyEducationBC	Improved functionality and consistency
Elementary schedules not entered in BCeSIS	Schedules entered in MyEducationBC	
Student communication not utilized in BCeSIS	Student portal utilization in MyEducationBC	Improved collaboration and communication
Parent module not used in BCeSIS	Family portal utilization in MyEducationBC	Improved communication between home and teachers
Destiny not fully integrated with BCeSIS	Destiny integration	Product integration / improved efficiency

8.0 Communication Plan (Required District input)

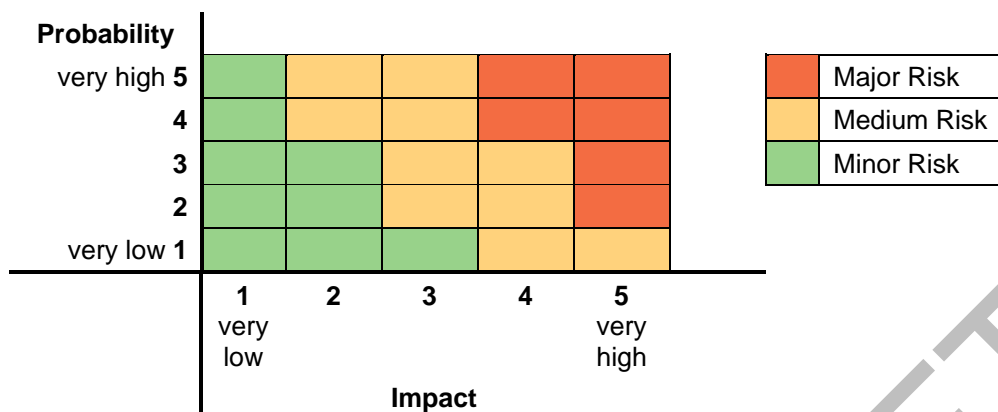
Use this table to identify the format and frequency that will be used to communicate to various stakeholders, e.g. e-mail updates, presentations, meetings, newsletters, websites, etc.

Communications Plan		
Stakeholder	Format	Frequency
Senior Management	Email (weekly) & Face-to-face	Weekly
SIS Implementation Team & ITC Team	Email (weekly) & Face-to-face	Weekly
Administrators	Implementation blog (daily, weekly, monthly), Management team meetings, as needed (email & face-to-face)	Daily, weekly, monthly, as needed
Teachers	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
School Clerical Staff	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
Secondary Counsellors	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
Student Services	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
Parents	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
Unions	Implementation blog (daily, weekly, monthly), email, face-to-face	Daily, weekly, monthly, as needed
Students	In class instruction	As needed
Other		

9.0 Risk Management Plan (Required District input)

9.1 Severity Matrix

The following matrix is used to determine Risk Severity for each risk evaluated in the Risk Assessment area of this document:



9.2 Risk Assessment

Risk Assessment

Use the following table to identify each risk, along with its associated Probability and Impact in order to ascertain the Risk Severity. Any risks that are rated as Major must have an associated mitigation plan. Risks rated as medium severity should be monitored, because the severity of a given item can change over time.

When documenting a risk, the Risk Severity is calculated by multiplying the Probability with the Impact evaluated (1*1=1 (very low), 5*5=25(very high)). The Risk Severity corresponds to the color of the cell at the intersection of its impact and probability ratings.

Possible Risks Include:

- Minimal Administrator buy-in to assume leadership in implementation
- Power or Internet outage
- Minimal Teacher/Union buy-in
- Password misuse and other FOIPPA concerns
- Computer literacy
- Access to computers (e.g., in classrooms)
- Managing expectations
- Budget limitations
- Other

#	Risk Description	Probability	Impact	Risk Severity	Mitigation Plan
1	Lack of teacher buy-in	4	3	Medium Risk	Demo early, train early & refresh, teacher mentors, PVP models
2	Network infrastructure/access issues	1	5	Medium Risk	NGN Implemented, school network infrastructures upgraded (wireless & wired)
3	Consistent access to technology	5	1	Minor Risk	None required
4	Budget constraints	4	5	Major Risk	Allocation of budget resources for implementation

5	Concern about expectations of which features will be utilized/supported at go-live	2	4		A clear communication plan involving all users and stakeholders as well as a formal training plan is developed. Ongoing training of features beyond go-live is also planned and documented.
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10.0 Completion Criteria Checklist (Required District input)

The following criteria must be met before implementation planning will be considered complete.

Completion Criteria		
Required District submissions	Status	Date Submitted
Memorandum of Understanding	Complete	14-APR-14
Implementation Team Contact Matrix	Complete	06-FEB-15
Implementation Planning Workshop	Complete	04-FEB-15
District Implementation Plan	Complete	10-FEB-15
Rollout Strategy	In Progress	February 2015
Security Matrix	In Progress	February 2015
Train-the-Trainer Workshops	Scheduled	April 7-9, 2015
Training Plan and Schedule	In Progress	April 2015 ongoing
End User Training	Planned	April – September 2015
Conversion Plan	In Progress	TBA
Data Validation Checklist	In Progress	TBA
Completion Criteria Checklist	In Progress	TBA

11.0 Approval

On behalf of **School District No. 71 (Comox Valley)**, I acknowledge that I have participated in the development of this document and hereby signify my approval of the implementation plan herein described:



Josh Porter, District Manager of Information Technology

Date : February 17, 2015

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