



MARICOPA
COMMUNITY
COLLEGES

New Student System (NSS) Project College Readiness Checklist

Introduction

This document is provided as a guideline for the Maricopa colleges as they prepare for the deployment of the New Student System (SIS). The document provides guidelines for determining college readiness for implementation, as well as recommended tasks for completion prior to SIS roll-out.

Objective

The information collected will assist the Maricopa colleges in preparing for the implementation of the New Student System.

Determining College Readiness

Prior to implementing a new student system, many colleges complete a Readiness Assessment. Below is a matrix of information often collected to help determine college readiness. Every college should consider using this matrix to report college readiness and to raise questions via the District CIT project managers meeting.

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College Go-Live Readiness Checklist

	Responsible CIT Member	Completed?	Comments & Recommendations
Communication			
1	College CIT Manager sends via e-mail monthly, college-wide communications on progress.	Murphy/Axtell	
			Development of a collegewide communication plan is on hold pending the development of a districtwide communication plan. A link to the NSS updates and website, as well as PC-specific information, is on the PC homepage.
2	All college groups have been identified and a communications plan is in place. See college NSS website http://www.pc.maricopa.edu/nss/	Murphy/Axtell	
			Consensus has been reached by the colleges and Districtwide Marketing Group that communication no earlier than two months prior to Go Live is adequate. We will use flyers, posters, web and possibly direct mail as communication vehicles at that time.
3	College CIT teams (Functional Leads and any Sub Teams) have been identified, represent all areas on campus and have up to date membership. See college NSS website http://www.pc.maricopa.edu/nss/	Murphy/Axtell	X
4	College CIT Functional Leads meet weekly and CIT sub teams meet as needed.	Murphy/Axtell	
			Meet monthly, not weekly.
5	Action items and questions from CIT meetings are captured and sent to the main NSS web site. See NSS website http://www.maricopa.edu/nss/ for Help and Feedback.	Murphy/Axtell	X
Project Management			

College Go-Live Readiness Checklist

		Responsible CIT Member	Completed?	Comments & Recommendations
6	College team members and their roles have been clearly identified. See college NSS website http://www.pc.maricopa.edu/nss/	Axtell/Fischer/Magadan	X	
7	College team representatives actively participate in the college CIT.	Axtell/Fischer/Magadan	X	
Functional				
8	Major business processes have been identified for all critical processing areas.	Fischer		To be determined as we get closer to training.
9	Functional Leads know how the major business processes will be completed in the new system.	Fischer		To be determined as we get closer to training.
10	College has designated 4 functional leads/champions (Advisement, Records, Financial Aid, Financials) and communicated the names to the District Office. http://www.pc.maricopa.edu/nss/	Fischer	X	
11	College Functional Leads are available 10 - 15 hours/week to work on EASIS Plus.	Fischer		To be determined as we get closer to training.
Information Services				
12	College has reviewed the content of the SIS Reporting and Shadow Systems on the NSS website http://www.maricopa.edu/nss/ for Reporting and Shadow Systems.	Everingham	X	
13	College has reviewed the reporting and shadow system documents on the NSS website http://www.maricopa.edu/nss/ for Reporting and Shadow Systems.	Everingham	X	
14	College has completed and reviewed the AIR report (legacy interfaces, shadow system, reporting, etc.).	Everingham	X	Continuous process
15	College has learned how they will handle college specific printing in the new SIS. See NSS website http://www.maricopa.edu/nss/ for Operations.	Everingham		Specific information not available, please provide direct URL.

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		Responsible CIT Member	Completed?	Comments & Recommendations
16	College has learned how batch jobs will run in the new SIS. See NSS website http://www.maricopa.edu/nss/ for Operations.	Everingham		Specific information not available, please provide direct URL.
17	College has learned how print jobs will run in the new SIS. See NSS website http://www.maricopa.edu/nss/ for Operations.	Everingham		Specific information not available, please provide direct URL.
18	College has learned how they will access Crystal Enterprise reports. See NSS website http://www.maricopa.edu/nss/ for Reporting.	Everingham		Specific information not available, please provide direct URL.
19	College has revised business processes and identified resources as needed to address all college specific shadow systems or reports that will not be delivered with the new SIS.	?????		
20	College TLC representatives have learned district infrastructure plans. See NSS website http://www.maricopa.edu/nss/ for Infrastructure.	Everingham	X	
21	College IT personnel have learned how they will access the new SIS databases for shadow systems and reports. See NSS website http://www.maricopa.edu/nss/ for Reporting and Shadow Systems.	Everingham		
Data Security				
22	College has a procedure to ensure privacy of information regarding students, faculty, and staff.	Fischer	X	
23	College has a procedure to protect unauthorized access to data extracts from the new SIS.	Fischer	X	
24	College has learned how username and passwords will be issued to students in the new SIS.	Fischer		Pending training.
Network Readiness				

College Go-Live Readiness Checklist

		Responsible CIT Member	Completed?	Comments & Recommendations
25	College has identified LAN bandwidth requirement for power users by location. See NSS website http://www.maricopa.edu/nss/ for Network	Everingham	X	
26	College has completed a LAN audit with the District. See NSS website http://www.maricopa.edu/nss/ for Network	Everingham	X	PC audit signed off 11/22/2004
27	College LAN has sufficient bandwidth. See NSS website http://www.maricopa.edu/nss/ for Network	Everingham	X	
Workstation Readiness				
28	Desktop equipment survey has been conducted.	Everingham	X	
29	All desktop equipment meets minimum requirements for casual and power users. See NSS website http://www.maricopa.edu/nss/	Everingham	X	
30	User roles have been identified in order to determine appropriate desktop requirements. See NSS website http://www.maricopa.edu/nss/ for Security.	Everingham	X	
31	College Help Desk resources have been identified.	Everingham		In progress.
32	College has learned the new SIS Help Desk model for students. See NSS website http://www.maricopa.edu/nss/ for Help Desk.	Everingham		In progress.
33	College has learned the new SIS Help Desk model for staff and faculty. See NSS website http://www.maricopa.edu/nss/ for Help Desk.	Everingham		In progress.
34	College Help Desk has appropriate software in place to support calls on	Everingham		In progress.
35	College Help Desk has defined their roles and responsibilities.	Everingham		In progress.
36	College Help Desk understands the new SIS Service Level Agreement (SLA).	Everingham		In progress.
37	College Help Desk understands planned downtime for the new SIS will be 12:00 a.m. to 4:00 a.m. daily.	Everingham	X	
38	Training for Help Desk staff has been planned and scheduled.	Everingham		Pending training schedule
Training				

College Go-Live Readiness Checklist

		Responsible CIT Member	Completed?	Comments & Recommendations
39	College has visited and reviewed the content of the new SIS training website. See NSS web site http://www.maricopa.edu/nss/ for Training.	Magadan	X	
40	College has identified training staff resources.	Magadan	X	
41	College has reviewed the District training curriculum. See NSS web site http://www.maricopa.edu/nss/ for Training.	Magadan	X	Need all materials that will be used - need verification when website has complete set.
42	College has reviewed the District training delivery plan. See NSS web site http://www.maricopa.edu/nss/ for Training.	Magadan	X	
43	College has identified who needs what kind of training at the college.	Magadan		In progress.
44	College trainers are engaged in developing training materials with the District.	Magadan		Waiting on materials to work on from District - may no longer be applicable.
45	College trainers have been scheduled to assist in reviewing training	Magadan		In progress.
46	College has plans to print their own training materials	Magadan		Still need to determine who will pay for all copies.
47	College trainers are scheduled to attend "Train the Trainer" session on how to use the new SIS.	Magadan		Have received schedule, no formal registration taking place (send reminders).
48	College has identified and reserved space to support college training.	Magadan	X	
49	College has developed plans to train: end users, college team members, IT staff, Help Desk staff, staff of out sourced services (i.e. Bookstore)	Magadan		In progress.
50	Adequate space has been allocated for training.	Magadan	X	
51	On-going training is part of college plans.	Magadan		Identified need - plan specifics not identified.
52	Training resources (hardware, software, staff) have been identified.	Magadan	X	
Application Security				

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		Responsible CIT Member	Completed?	Comments & Recommendations
53	College has visited and reviewed the content of the new SIS security website. See NSS website http://www.maricopa.edu/nss/ for Security.	Fischer	X	
54	College has reviewed the new SIS application security strategic documents. See NSS website http://www.maricopa.edu/nss/ for Security.	Fischer	X	
55	College has identified security administrator(s).	Fischer	X	
56	Security administrator(s) has attended security training.	Fischer	X	
57	Security administrator(s) has developed a matrix of who needs what role in the new SIS.	Fischer		Need more training.
58	College has a process to track and monitor account requests in the new SIS.	Fischer	X	Process in place, subject to change pending training and additional information.
59	College has a process to audit SIS security.	Fischer		To be determined by District.
60	College has a process for granting roles to users and creating new user ids.	Fischer	X	Process in place, subject to change pending training and additional information.
61	College has a process to inactivate accounts.	Fischer	X	Process in place, subject to change pending training and additional information.