

# SIF Implementation Planning Questions

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## General Planning:

- What is the scope of this integration project?
- What efficiencies (“most useful” automations) do you want to gain through integration?
- What data needs to move and to where?
- What are the changes you expect to see through integration?

## Personnel:

- What activities will you be responsible for internally, what will you outsource?
- Who will lead and who will coordinate the project internally? Externally?
- Who is the project coordinator for each vendor?
- Do you have adequate technical staff resources?
- What kind of technical & human support will be necessary and who (office/individual) will be responsible for providing what aspects of each?

## Communication:

- How will progress & decisions be documented?
- What process will you use to develop consensus, share information and communicate policy & procedure changes?
- How will you set and manage expectations?
- Are there legal and/or confidentiality requirements to consider?

## Political:

- Who are the stakeholders in your school/district that need to be involved in this process? What roles do they need to play?
- Who are the thought leaders that need to be brought on board to ensure success with this effort?
- Who are the gatekeepers that control access to data/information today?
- Who owns the data today?

- What are the existing rules/processes for data management today? Why are they in place?
- Are there any role-based security policies in place today?
- How will current data owners' jobs change with integration?
- Are there Union or work rule issues involved?

## Technical:

- What is your existing security model?
- What remote support methodologies will you utilize with each vendor?
- What impact will this have on connectivity & network load?
- What are your hardware requirements (servers & CPUs)? What do you have and what will you need to purchase?
- What are your security needs both data & physical?
- Are there technical issues that will necessitate staff training or consultants? (e.g. certificates)
- Are there other application updates or SRC updates to accommodate at the site?
- How do other system components impact SIF? (e.g. SASIxp DI)
- How do other site "rules" impact SIF? (e.g. "inactivate" vs. "no show")
- Are there custom data mapping needs?

## Things to do:

- Formal analysis of existing work and data flow
- Create impact statements
- Retrain staff on SIF enabled systems (it likely will change their jobs and interactions)
- Be aware of internal politics
- Plan bi-monthly status meetings
- Define process for error reporting
- Keep an open mind about problems (if it's not working it's everybody's problem)