

# Implementation

As much as we take pride in our student information system (SIS), you're not just looking for an enterprise solution. You have goals that must be supported by the tools you use daily. When you select Infinite Campus, you are getting more than an SIS – you're gaining a K12 partner that will lead to successes, starting with implementation.

 <p><b>Phase 1 Initiation</b></p>	 <p><b>Phase 2 Discovery &amp; Planning</b></p>	 <p><b>Phase 3 Implementation</b></p>	 <p><b>Phase 4 Go Live</b></p>
<ul style="list-style-type: none"> <li>• Meet your Infinite Campus Project Manager</li> <li>• Discover the Campus Community</li> <li>• Tell us more about you and your needs</li> </ul>	<ul style="list-style-type: none"> <li>• Review our customized plan for you</li> <li>• Recruit your internal team</li> <li>• Schedule project milestones</li> </ul>	<ul style="list-style-type: none"> <li>• Align your goals and processes with Infinite Campus SIS</li> <li>• Collaborate with the Data Conversion Team</li> <li>• Attend personalized training</li> </ul>	<ul style="list-style-type: none"> <li>• Transition to your Infinite Campus Client Relationship Manager</li> <li>• Begin your daily operations in Infinite Campus SIS</li> <li>• Transform K12 Education®</li> </ul>



Implementation was phenomenal. The organization and guidance from our Campus Trainer during implementation was fantastic."

Susan Heidt, Director of Technology  
Monticello Public Schools



## PHASE 1 Initiation

You selected the Most Trusted Name in Student Information as your new SIS partner...

now what? During the evaluation process, your Infinite Campus Sales Representative was already in communication with the Customer Adoption Team about your needs and objectives in moving to a new system. In Initiation, the representative will schedule an introductory call with you and your Infinite Campus Project Manager to expand on your needs. This initial conversation helps the Infinite Campus Implementation Team begin planning your custom project.

If desired, your key project stakeholders can receive logins to the Campus Community to review product information through documentation, videos, and hands-on simulations. Additionally, stakeholders may read company news and participate in moderated forums with colleagues nationwide.

*"After we signed our contract, the Project Manager contacted me and explained the implementation process. She heard more about our needs by learning about our staffing. Understanding that we needed not only training but a great deal of help with data conversion, I invited all stakeholders from my district to an introduction meeting. We were walked through the process and together, established a workable calendar. We had an opportunity to meet the data conversion person and the trainers who would be our awesome guides. This was just a great first start with Campus. In a short time, everyone knew the plan and how we would work. Our in-house staff bought into the plan and committed to timelines."*

Susan Heidt, Director of Technology  
Monticello Public Schools



## PHASE 2 Discovery & Planning

Now that we know who you are and where you want to go, we build a plan. Based on in-depth discovery, your Infinite Campus Implementation Team creates a roadmap to ensure you're ready to go on Day 1...and maximizing your investment for years to come.

Within your organization, you begin adding key players to your core team. With your best people in key roles, you plan and establish policy and procedures regarding your use of Infinite Campus. Together, our teams review and approve your implementation plan and timelines for data conversion, risk mitigation, and staff development and communications.

*"Our implementation team did a great job of asking questions to make sure our charter school's specific needs were met, as well as explaining what we needed to provide during the discovery phase. They were in constant communication with*

*us. The whole implementation felt organized, and we always knew what we needed to do and when it needed to be done."*

Jodi Herlick, Special Education Coordinator  
Aspen Academy



## PHASE 3 Implementation

With an agreed-upon plan, the project starts. The Infinite Campus Project Manager leads a Fit Gap / Discovery Workshop with your internal core team to guide decisions on how you set up and use Infinite Campus. We provide you with in-depth knowledge about the Infinite Campus SIS to tailor your experience to your operations.

Your Infinite Campus Data Conversion Analyst hosts a session with your technical staff to provide an overview of the conversion approach. Our analysts then work collaboratively with your staff and learn how you manage your data. After a trial conversion, your team reviews changes and reports any issues before a subsequent production conversion.

Training includes staff development offerings customized to how you want your users to interact with the Infinite Campus SIS. Your team benefits from an effective, efficient training approach using live and self-paced lessons.

*"The data conversion went very smooth, there was assistance any time it was needed. I was well prepared for what was to come. The outline of what was needed and when was very helpful."*

Jason Peterson, System Administrator  
Providence Academy



## PHASE 4 Go Live

While Go Live ends the implementation process, it also begins your journey with us. When data conversion is complete, we deliver your Infinite Campus URL. With all the work done, you are ready to Transform K12 Education®. Of course, you won't do this alone. Your Infinite Campus Client Relationship Manager and the Campus Support Team will continue to support your use of Infinite Campus SIS and ensure you achieve new goals.

*"Our Campus implementation was an experience that exceeded all expectations. We were supported by our implementation team from the very beginning and always felt we were being led by a team of true experts. The team was with us every step of the way and because of that our implementation was very successful."*

Caroline Little, Director of Instructional Technology  
Inver Grove Heights Schools