

# Implementation Overview (Core and Milestone Guidance)

Project Timeline and Support Provided by EAB



## Planning Month 1

- Overview technical implementation process and milestones
- Define technical team participants from EAB and member institution
- Determine data extraction approach
- Review data specifications
- Discuss single sign-on
- Establish EAB access to SIS (if applicable)
- Discuss file population and frequency



## Data Gathering Month 2

- Extract data files
- Check-in weekly with technical team
- EAB works with technical team to validate SIS data
- Decide on user management and custom student attributes



## Site Build Month 3

- Load member data into SSC Training Platform
- Configure platform to member specifications
- Establish user roles and permissions
- Finalize single sign-on
- Activate users to assist with site validation



## Verification/Sign-off Month 4-6

- Check-in weekly on validation
- Transition to production environment
- Automate daily feed
- Grant access to applicable users
- Go live
- Provide ongoing support

### Human Capital to Support Launch



#### Strategy Leader and Launch Team

Dedicated staff work directly with your institution to facilitate implementation, identify opportunities for impact, and advise on systemic challenges



#### Streamlined Data Extracts

EAB specialists pull files directly from your institution's SIS nightly, validating data to ensure quality

### Years of Expertise to Guide the Way



#### Change Management Plans

Customized support and strategies to launch the project, followed by ongoing monitoring of utilization and effectiveness



#### Implementation Best Practices

Prepared documents, templates, and configurations, to help you launch without starting from scratch

### Strategies to Ensure Adoption



#### Promotion and Communication

Toolkits with clear directions for all stakeholders and a variety of resources to successfully launch the platform



#### Training and Coaching

Onsite orientation, guided training on functionality and features, and ongoing support sharing best practices and super-user tips to optimize value