CHOOSING THE RIGHT PROJECT TEAM

FILL THE RIGHT ROLES WITH THE RIGHT PEOPLE

The most important decisions you will make at the outset of your launch of Activity Insight pertain to how you will structure your project team, who will fill those roles, and how they will work together to accomplish your goals. While it isn't necessarily always possible to have a project team with a dedicated individual for each of the following positions, it is important to fill each of these roles and key responsibilities by at least one person on your project team.

ACTIVITY INSIGHT ADMINISTRATOR: Manages the day-to-day tasks associated with implementing Activity Insight, including strategizing and requesting customizations, manipulating data files and importing records, maintaining user accounts and security access, coordinating with technical representatives, facilitating system testing and responding to faculty inquiries.

PROJECT CHAMPION: A high-level individual that is committed to the success of the implementation and ensures the rest of the project team has the time, resources and buy-in they need to be successful. For a campus-wide Activity Insight implementation, the Provost typically fills this role. Likewise, for a one-college implementation, the Dean often serves as the Project Champion

PROJECT MANAGER: Works closely with the Solution Specialist, Activity Insight Administrator and rest of the project team to reach key milestones and ensure on-time project completion.

COMMUNICATIONS COORDINATOR: Effectively communicates information about the use of Activity Insight including goals, deadlines and training to faculty and administration.

TECHNICAL REPRESENTATIVE: Focuses on the technical aspects of Activity Insight, as well as communicating technical needs with other parties on campus. This includes web services, advanced authentication, securing data from source systems and manipulating source data for entry in Activity Insight.

TRAINER: Instructs others on how to use Activity Insight, including conducting in-person sessions and creating documentation.

PILOT GROUPS: Initial test groups for Activity Insight, providing feedback to the project team to ensure the Activity Insight configuration effectively facilitates their data entry and reporting needs.

UNIT REPRESENTATIVES: Coordinates and voices the needs of their individual units to the general project team and encourages the use of the system among faculty in their unit.

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