

# SAMPLE TIMELINE FOR STARTING ACADEMIC YEAR WITH A NEW SIS

## Contract Signing/Project Planning and Kickoff

- Sign contract (January - April 2021)
- 2-5 weeks after contract is signed:
  - Veracross Implementation Manager is assigned
  - Kickoff meeting with Implementation Manager
  - Begin Training in Veracross University
  - Weekly meetings with Implementation Manager to implement, build, and configure system; review questions from engineers about data
  - Send admissions, academics, and development data (in templates)

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## PHASE I: Go-Live: CRM/Demographics, Development

- June 1 - Send data again in same format as previously sent
- June 15 - Internal go-live with CRM, demographics, admissions, development (academics, portals, calendars, athletics, etc. will go live in summer)
- Mid/late June - Training for data verification and cleanup
- June/July - Data verification, training and configuration
- July - Enroll staff in Veracross University and continue system configuration
- June/July - Veracross is now system of record
- July - Start processing gifts; post online giving forms

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## PHASE II: Academics, Admissions, Portals, Scheduling, Calendars, Athletics and Other Modules

- Early June - Being configuration work for most remaining modules
- Early July - Send final supplemental data for most remaining modules (grades, attendance, comments, athletics, schedules, etc.)
- July - More training with Veracross University
- Early August - External go-live with portals, academics (schedules), athletics, and supplemental data loads (calendars, resource reservations, etc.)
- July/August - Launch admissions inquiry forms and admission portal; update links/language on website to go to Veracross forms

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## Prep for Start of School

- Late July - More training for staff
- Early August - Create user accounts; train school trainer so they can train faculty
- Early August - Create user accounts; launch parent and student portals

# SAMPLE TIMELINE CONTINUED...



## Start of School (September)

- Early September - Start School
  - September - Build and prepare to deploy academic documents
  - Sept/Oct - Send development appeals, event invitations, etc.
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## PHASE III: Online Enrollment, Course Request, and Scheduling

- October - Begin planning for online re-enrollment
  - Jan/Feb - Launch online re-enrollment
  - Jan/Feb - Launch online course request signups for students
  - March/April - Begin building schedules for 21-22 school year
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## PHASE IV: Business Office and Any Additional Modules

- June 1 - Send data
  - Mid/late June - Training for data verification and cleanup
  - June/July - Data verification, training and configuration
  - July/August - Veracross is system of record
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