

Connect and District Project Team Roles and Responsibilities

Connect Project Sponsor

- Provide support to the project by allocating resources, providing strategic direction, communicating key issues about the project and the project's overall importance to the organization; and when called upon acting as the final authorities on all project decisions
- Participate in the project as needed to provide necessary support, oversight, guidance, and escalation, but will not participate in day-to-day activities
- Empower the Connect Project Team to make critical business decisions for the client

Connect Project Manager

- Identify and communicate to Tyler PM requirements for a successful implementation of Munis
- Coordinate with Tyler PM to develop and maintain implementation schedule which identifies specific milestones and establishes accountability
- Manage completion of Project Planning Documents
- Schedule the Connect resources. This includes but is not limited to personnel, equipment and training rooms
- Identify additional employee training needs and request necessary schedule changes
- Coordinate with Connect Functional Leads to obtain status of district tasks and homework assignments
- Coordinate conversion file submission
- Oversee Project and monitor progress with Tyler PM
- Coordinate regular internal project meetings to determine status of tasks and identify outstanding issues. Refer to the Tyler Communication Management Plan for frequency and schedule. Communicate these to the Tyler PM at each project status meeting

Connect IT / System Administrator

- Load Releases or coordinate with OSDBA if an OSDBA Contract has been purchased
- Copy Live database to Training/Test databases as needed for training days
- Create any necessary conversion files to be transmitted to Tyler or 3rd Party Vendors
- Add new users (dependent upon district active directory setup) and printers
- Run the Munis Internet Updater (MIU) on a weekly basis and load updates from the Check/Install Updates menu.

- Perform basic server system maintenance
- Ensure network and infrastructure is sound

Connect Functional Leader

- Participate in appropriate analysis sessions by providing detailed policy and procedural information
- Act as subject matter expert on selected modules
- Review analysis deliverables
- Actively participate in Tyler Forms design process
- Actively participate in conversion mapping and validation process
- Coordinate conversion file proofing
- Actively participate in all testing and parallels
- Ensure that district employees accomplish tasks on time, including monitoring homework assignments
- Attend all training sessions or appoint an appropriate management level designee
- Practice processes learned outside of training sessions
- Act as supervisor/cheerleader/change manager for the new Tyler process
- Identify and communicate to the Connect PM any additional training needs or scheduling conflicts
- Help document lessons learned at end of each phase

District Treasurer / Project Manager

- Act as supervisor/cheerleader/change manager at the district for the new Tyler process
- Provide support to the project by allocating district resources, providing strategic direction, communicating key issues about the project and the project's overall importance to the organization; and when called upon acting as the final authorities on all district project decisions
- Participate in the project as needed to provide necessary support, oversight, guidance, and escalation
- Empower the district's Functional Leads to make critical business decisions for the district

District Functional and Core Users

- Attend and participate in analysis sessions as necessary

- Attend all applicable training sessions
- Participate in data conversion validation
- Test system setup
- Work to actively identify and solve problems and communicate changes that impact other users
- Complete project tasks in a timely manner
- Become an expert Munis resource for End Users

District End User

- Have basic competency in computer skills
- Attend all applicable training sessions
- Practice tasks
- Demonstrate competency with Tyler processing prior to go live date