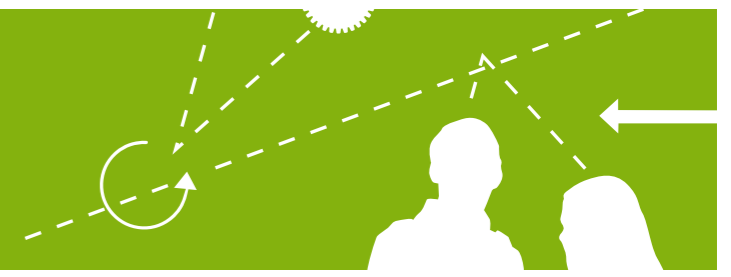


Elements of a good change plan



1. Form a school team

- set up a school team including members of the executive
- identify key LMBR contacts
- review the role mapping information
- identify who will be your school's system, behaviour and attendance administrators
- identify who will be responsible for key system activities in:
 - Schools Finance
 - Student Management
 - Student Wellbeing
 - Schools Budgeting and Planning solution.

2. Make some key decisions

- review school budgeting process - will your school use bottom up or top down budgeting?
- what cost centres will you need?
- what activities will you need to stop doing or start doing as LMBR is deployed?
- review your fee schedule for the year.

3. Complete a change impact assessment

- what are the changes? what does your school do now? how will your school get ready for the change?
- identify who will be most affected, will there be any changes to how they work, will they need support, how will they be supported?
- how will your school community including all staff, parents and vendors cope with large scale change? how will you ensure success?

4. Develop a training plan for your school and staff

- plan for the need for up to four weeks training to be completed to ensure staff are confident and capable in using the LMBR systems. Schools should set aside funding for relief for training
- set aside time for staff to practise using the systems especially in the first few weeks after go live
- acknowledge and plan for activities being completed more slowly at first as staff get used to completing new processes
- encourage staff to go to the LMBR intranet page and look at the available information
- promote awareness of the need for SASS to attend LMBR information and training sessions.
- ensure all staff are proficient in using excel, data analysis including use of databases and extracting data, Bridgit and Adobe Connect. Create Individual Development Plans for staff members. Look at courses available via MyPL
- discuss succession planning if necessary
- build an understanding of modern finance and administration terms and practices

5. Talk to the LMBR schools in your area

- visit an initial implementation school in your area to see first hand how they are using the systems
- buddy up with an initial implementation school
- encourage the establishment of a SASS network in your area that meets regularly. Meetings could include:
 - looking at how the system works in a live environment
 - practise using the system such as processing a shopping cart, running a report, using cash desk and recording student attendance
 - discuss new language, terms and concepts
 - learn from and talk to colleagues about change.

6. Become familiar with language and concepts

- build an understanding of the new concepts and terminology
- access the glossary, factsheets and FAQs on the LMBR intranet to learn more about these new terms and systems.

7. Become familiar with Finance workflows

Think about:

- what will work best in your school, who do you want to have approval rights?
- what cost centres will you have? will the cost centre owner have approval rights? Review MO23 for current financial delegations.

8. Undertake an assessment of office technology

- check your hardware (including the receipt printer) and consider if you need an EFTPOS machine
- assess your technology needs across the school, for example some staff find it easier to work across more than one system by using two computer monitors.

9. Undertake initial data cleansing activities

- review Trusts in OASIS and identify sub-dissections that will not carry across to SAP (this is because they are not true trust items)
- delete old suppliers and allocate ABN's to all accounts
- collect vendor email addresses and fax number
- tidy up data in ERN to ensure data is correct when migrated to the new systems
- go through ERN and update medical information, for example birth certificates

Tips from the LMBR Initial Implementation Schools

- work together as a team
- share information, share tips and tricks
- explore the systems and practise, practise and practise some more
- don't be afraid to ask for help
- give yourself permission to be a learner

Data cleansing activities: can be completed now

TASK	LEGACY SYSTEM	CHECK IF
Student Address Information	ERN	<ul style="list-style-type: none"> students address validation report – error will appear when 'Other' has been ticked for proof (this is ok) residential address not been validated invalid address format overlapping family correspondence addresses overlapping family residential address correspondence address not been validated families with no address invalid phone/emails contact details
Residency, Relationship	ERN	<ul style="list-style-type: none"> null residency visa details – ensure visa details end dated if necessary. students with multiple visa residencies atudents with no active residency status incorrect family salutation – Mr Mrs etc. incorrect parent relationship issues unrealistic student date of birth emergency contact – too many characters student Group Offer Name – too many characters for new system
Equipment	OASIS	<ul style="list-style-type: none"> complete a stocktake and dispose of redundant equipment change Location names to AMS numbers – AR0001
Third Party	OASIS	<ul style="list-style-type: none"> remove all inappropriate third party entries e.g. Footy Tipping Competition

Data cleansing activities: to be completed closer to go live

TASK	LEGACY SYSTEM	CHECK IF
Local Door Names	Asset Management system (AMS)	<ul style="list-style-type: none"> local door names are required for rooms for timetabling and scheduling. As the Local Door Names will appear on timetables, the names need to be meaningful and stable i.e. not changing from year to year. Maximum of 13 characters including spaces.
Timetabling		<ul style="list-style-type: none"> TBC
HR	OASIS	<ul style="list-style-type: none"> each school's HR Organisation structure needs to be captured in SAP – more information will be provided. there may be additional HR data tasks that require some action from schools but this is unknown at this stage
Finance	OASIS	<ul style="list-style-type: none"> each school is required to provide the following lists of financial information: <ul style="list-style-type: none"> list of customers outstanding invoices list of programs list of equipment
Behaviours	Third party	<ul style="list-style-type: none"> standard list of behaviours will be adopted by all schools

For more information about the LMBR program and what it means for schools go to:
<https://detwww.det.nsw.edu.au/lmbr/schools>.
 If you have a question about LMBR email lmbr.schools@det.nsw.edu.au

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 Learning Management and Business Reform program
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